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Overview

There are two options for the type of data that can be transferred from Printer's Plan to QuickBooks. You can either export the Sales Data or the individual Invoice Data.

When you select the **Sales Data** option, only the lump sum sales and payment totals are sent to QuickBooks. Individual invoices, and the Accounts Receivable functions, are managed in Printer's Plan.

When you select the **Invoice Data** option, each completed invoice originated from Printer's Plan will be transferred to QuickBooks. Individual invoices, and the Accounts Receivable functions, are managed in QuickBooks.

To transfer data from Printer's Plan to QuickBooks you can select one of the delivery methods options:

1. IIF File (Export/Import) Method
2. Direct Connect Method

Using the **IIF Method** Printer's Plan will create a data file in the .iif format (Intuit Interchange Format), this file is then manually imported into QuickBooks.

Using the **Direct Connect** method Printer's Plan will directly connect with QuickBooks to transfer the data in a few clicks.

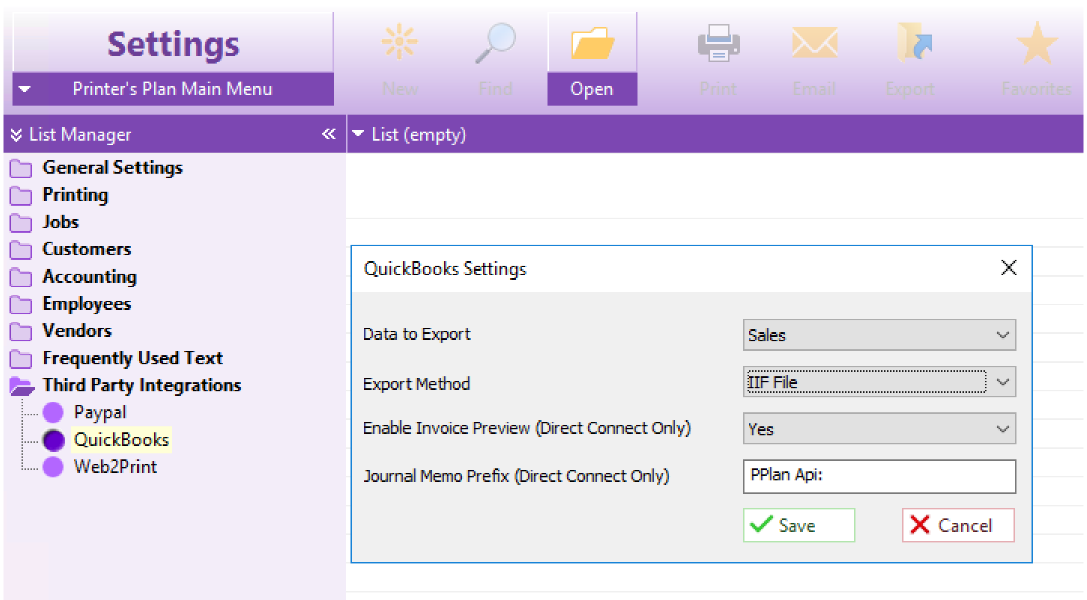
Note: The Printer's Plan integration with QuickBooks is only available for the desktop version of QuickBooks.

Part 1: Setting Default Export Options

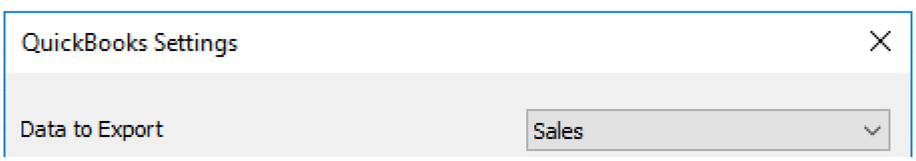
In this section you will establish the default settings for exporting your Printer's Plan data to QuickBooks.

Setting the Export Data Type

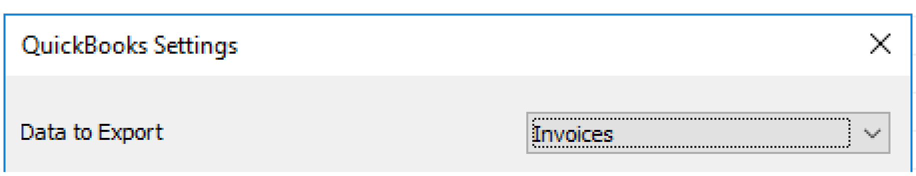
To select the type of data to export go to the **Settings** tab of Printer's Plan and open the **Third Party Integrations** folder. In this folder select **QuickBooks** and the **QuickBooks Settings** window will appear:



To export **Sales Data**, in the **Data to Export** field select **Sales**

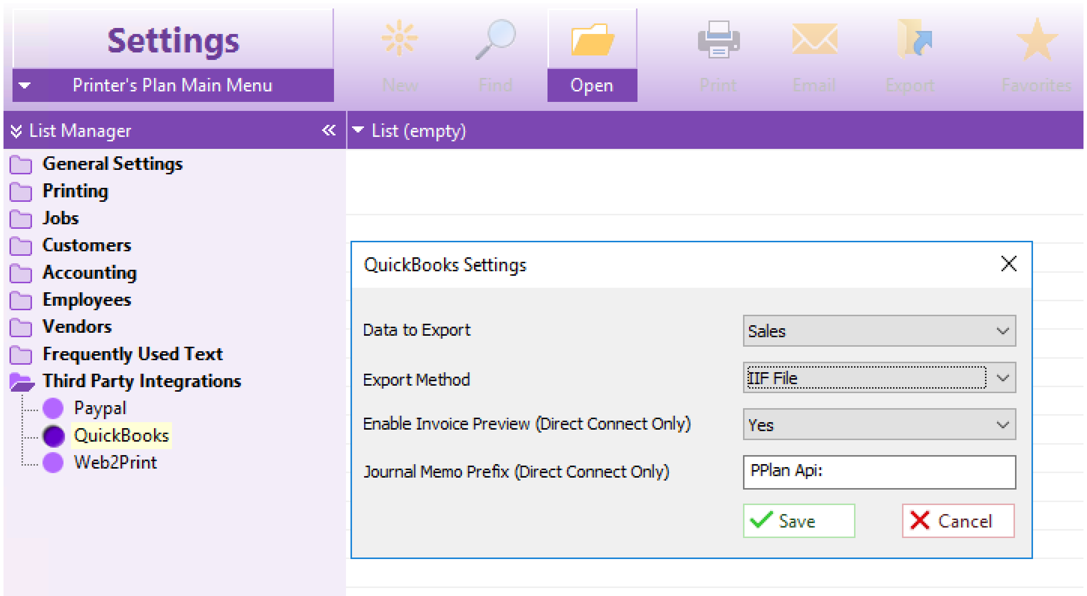


To export **Invoice Data**, in the **Data to Export** field select **Invoices**

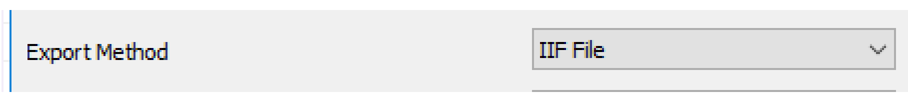


Setting the Export Delivery Method

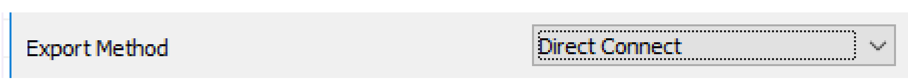
To select the method for exporting Printer's Plan data to QuickBooks, go to the **Settings** tab of Printer's Plan and open the **Third Party Integrations** folder. In this folder select **QuickBooks** and the **QuickBooks Settings** window will appear:



To generate an IIF file that can be exported from Printer's Plan select **IIF File** in the **Export Type** field.



To transfer data using the Direct Connect method select **Direct Connect** in the **Export Type** field



To use the **Direct Connect** export method, the **QuickBooks Foundation Class** needs to be installed on the computer that is running QuickBooks. This installation file can be downloaded from the following link: www.printersplan.com/downloads/QBFC13_0Installer.zip

Part 2: Configure Printer's Plan and QuickBooks

This section outlines the initial setup in QuickBooks and Printer's Plan that is required to accurately transfer data. If you exporting **Sales Data,** follow the instructions outlined in **Option 1**. If you are exporting **Invoice Data** follow the instructions outlined in **Option 2**.

Option 1: Export Sales Data

To prepare for the transfer of sales data from Printer's Plan to QuickBooks you need to perform a one-time setup in each program.

In Printer's Plan, set up:

- QuickBooks Accounts table
- Sales Departments table
- Payment Types table

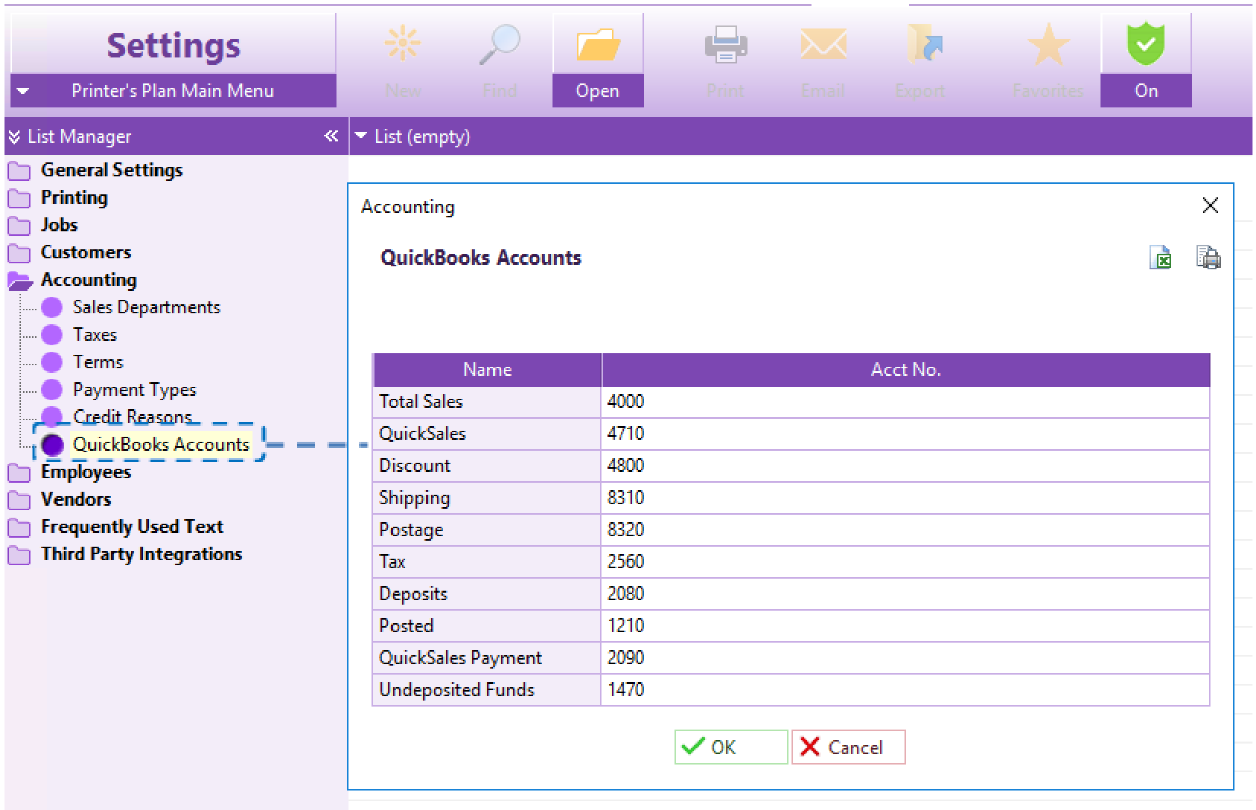
In QuickBooks, set up:

- Chart of accounts (if you have not set it up already)
  Assigning numbers to the accounts will help with mapping them to the Printer's Plan accounts.
- Class List (optional).
- Create the **ALLTAXES** vendor.
- Create the **Sales** customer.

In Printer's Plan:

QuickBooks Accounts Configuration:

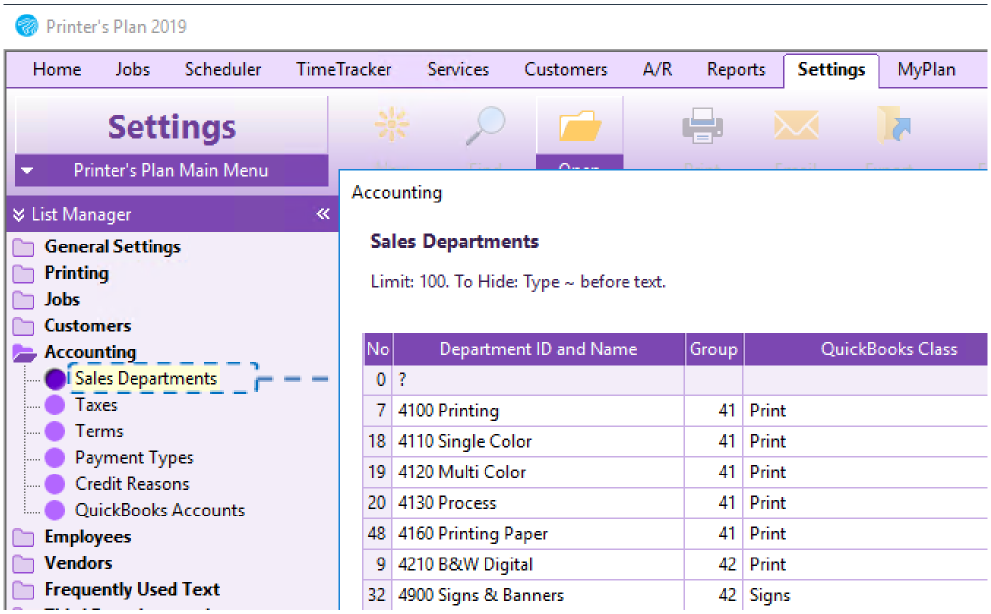
1. Set up the QuickBooks Accounts table. In the **Settings** tab open the **Accounting** folder and select **QuickBooks Accounts.**



In the Acct. No. column, enter the numbers of the corresponding accounts in QuickBooks.
Note: You may enter account names instead of numbers. Then, the names must match exactly in both programs; otherwise, the import will create a new account in QuickBooks. Therefore, using numbers is more likely to ensure accuracy. Make sure each account in Printer's Plan has a matching account in QuickBooks.

Sales Department and Class Configuration:

1. Set up the Sales Departments table. In the **Settings** tab open the **Accounting** folder and select **Sales Departments**.



In the Department ID and Name column enter the QuickBooks account. You must have a corresponding Income account in QuickBooks for each entry on this table.

You may enter numbers, names, or both numbers and names.

If you use both numbers and names, the format should be as: "Number" space "Name". In this case, only the numbers in both programs must be identical. The names do not need to be identical.

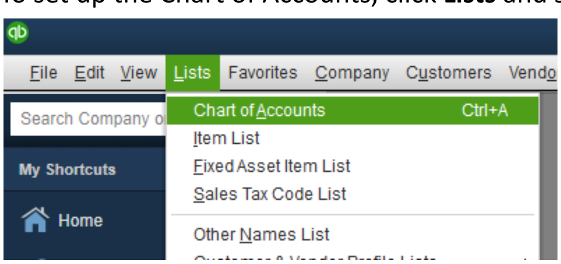
Using numbers with or without names in both programs ensures accuracy.

If you are tracking class information (optional), enter the QuickBooks class in the **QuickBooks Class** column.

In QuickBooks

Chart of Accounts Configuration:

1. To set up the Chart of Accounts, click **Lists** and select **Chart of Accounts**.



2. Create the following accounts, using the suggested account type for each.
   (These are the same accounts listed in the QuickBooks Accounts table in Printer's Plan, which is explained in the previous section.)

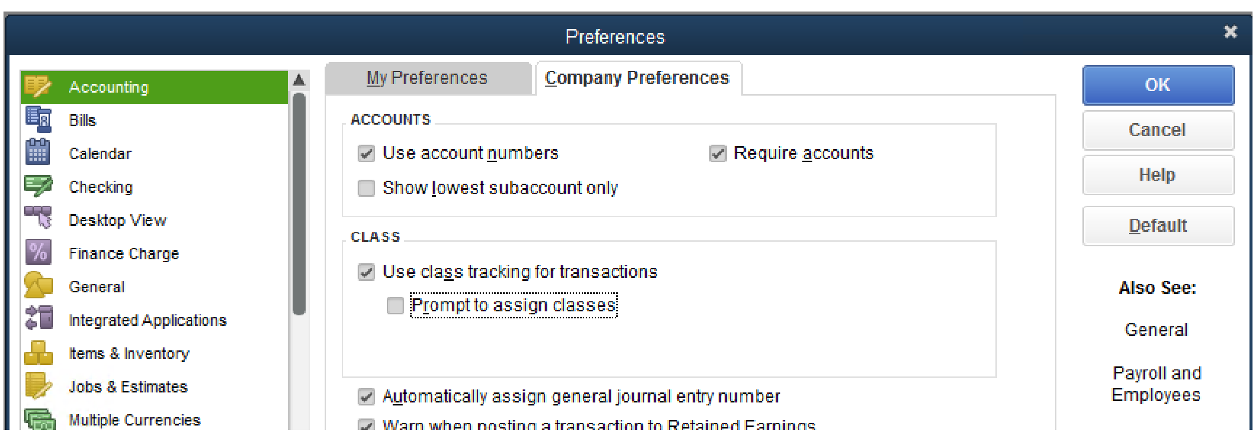
Account Name	Account Type
4000 Total Sales	Income
4710 QuickSales*	Income
4800 Discount	Income
8310 Shipping	Expense
8320 Postage	Expense
2560 Tax	Other Current Liabilities
2080 Deposits	Other Current Liabilities
1210 Posted	Accounts Receivable
2090 QuickSales Payment*	Other Current Liabilities
1470 Undeposited Funds	Undeposited Funds

3. Create other income accounts if you have not already done so.

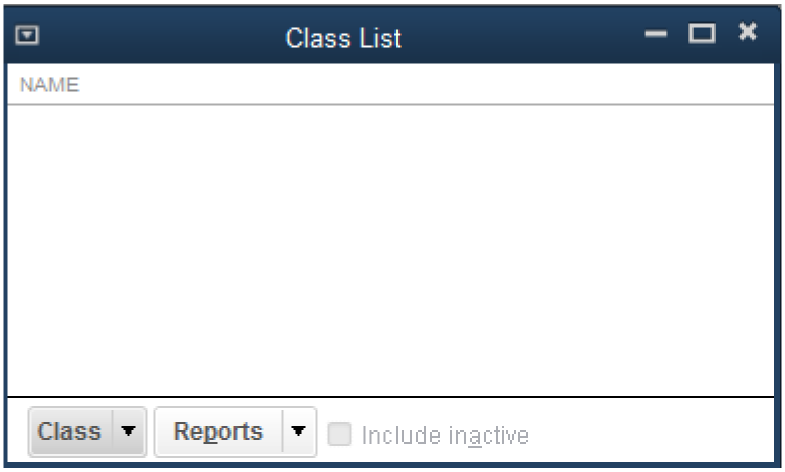
   Note: We recommend that you assign a number to each account. This will ensure accurate mapping of QuickBooks accounts to Printer's Plan Sales Departments as is explained later in this document. *(Numbers in the above table are arbitrary and for demonstration purposes only.)*

Class List Configuration (optional):

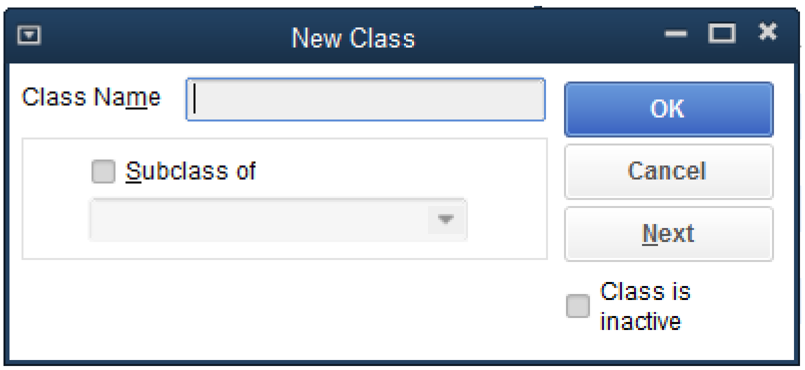
1. Make sure QuickBooks is set up to use classes. In QuickBooks go to **Edit** |**Preferences** | **Accounting** | **Company Preferences**. In this window check-in the **Use Class Tracking** option and click **OK**.



2. To create a class, go to **Lists** | **Class List** at the bottom left corner of this window click on **Class**, then select **New** from the menu.

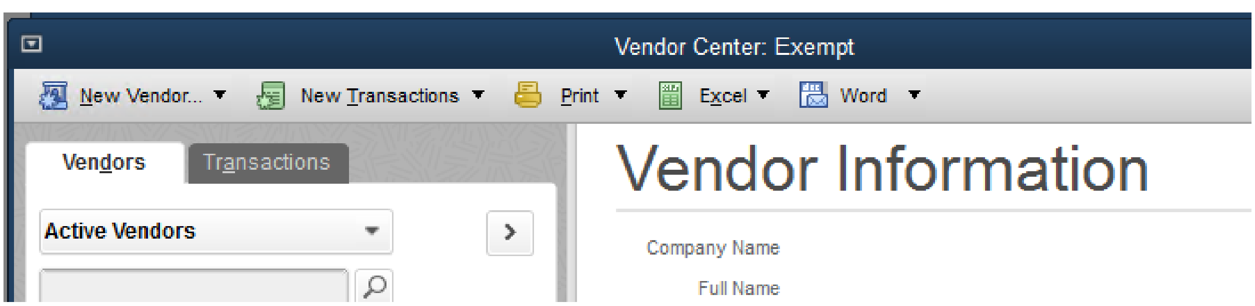


3. In the New Class window enter a **Class Name** and click OK.

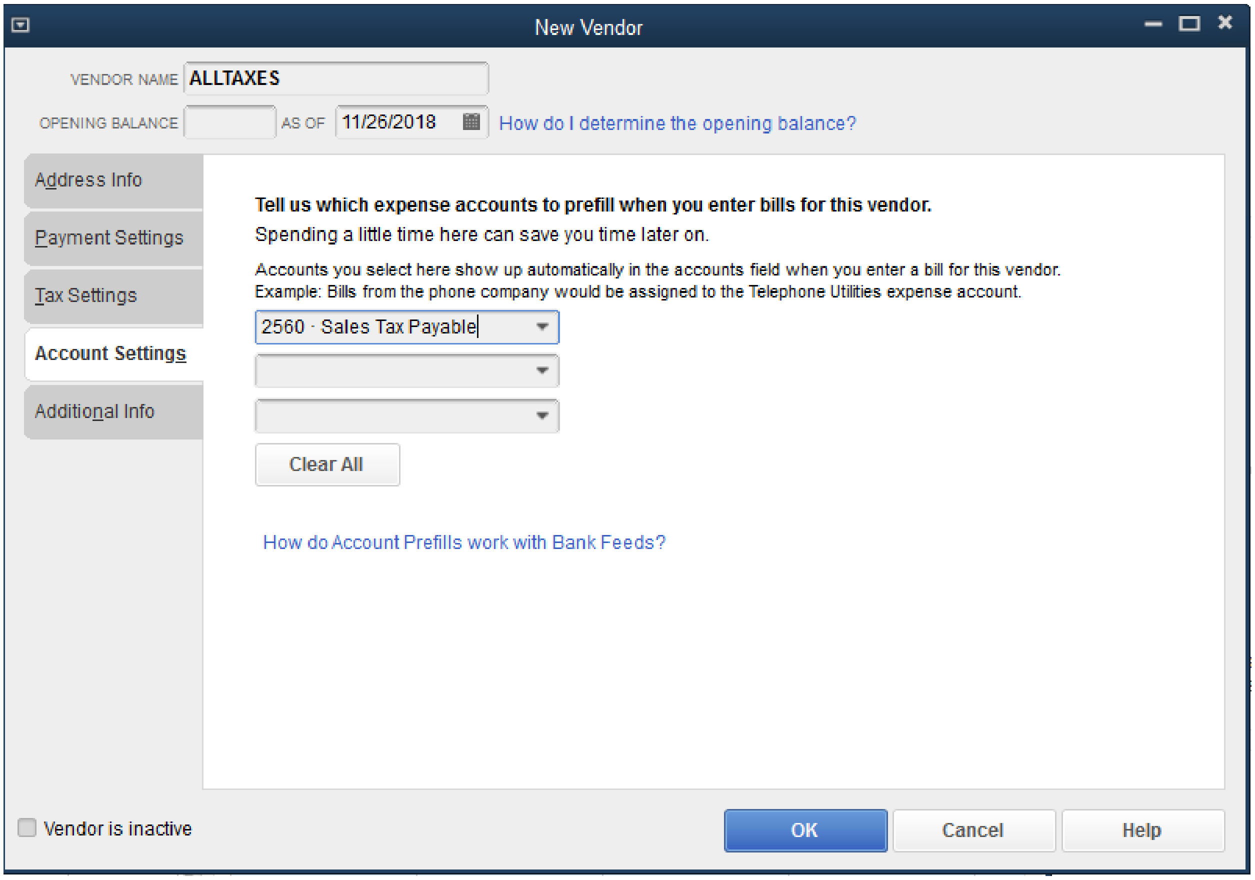


Create the ALLTAXES vendor:

1. In QuickBooks open **Vendors | Vendor Center.** In the Vendor Center window click the **New Vendor** menu and select **New Vendor**.



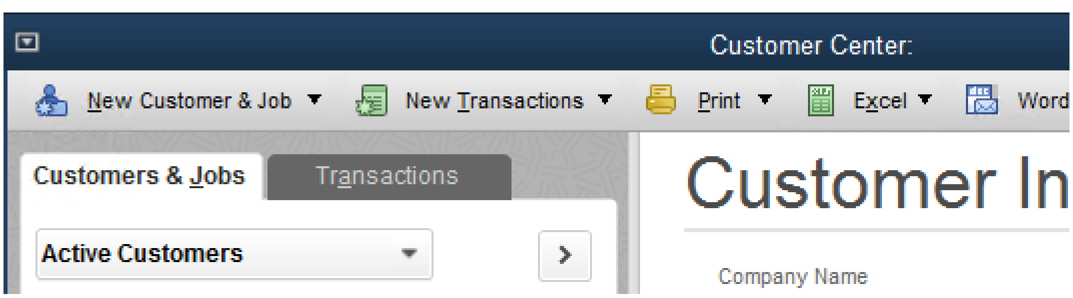
2. In the **Vendor Name** field enter **ALLTAXES** and in the **Account Settings** tab select the **Sales Tax Payable** account.



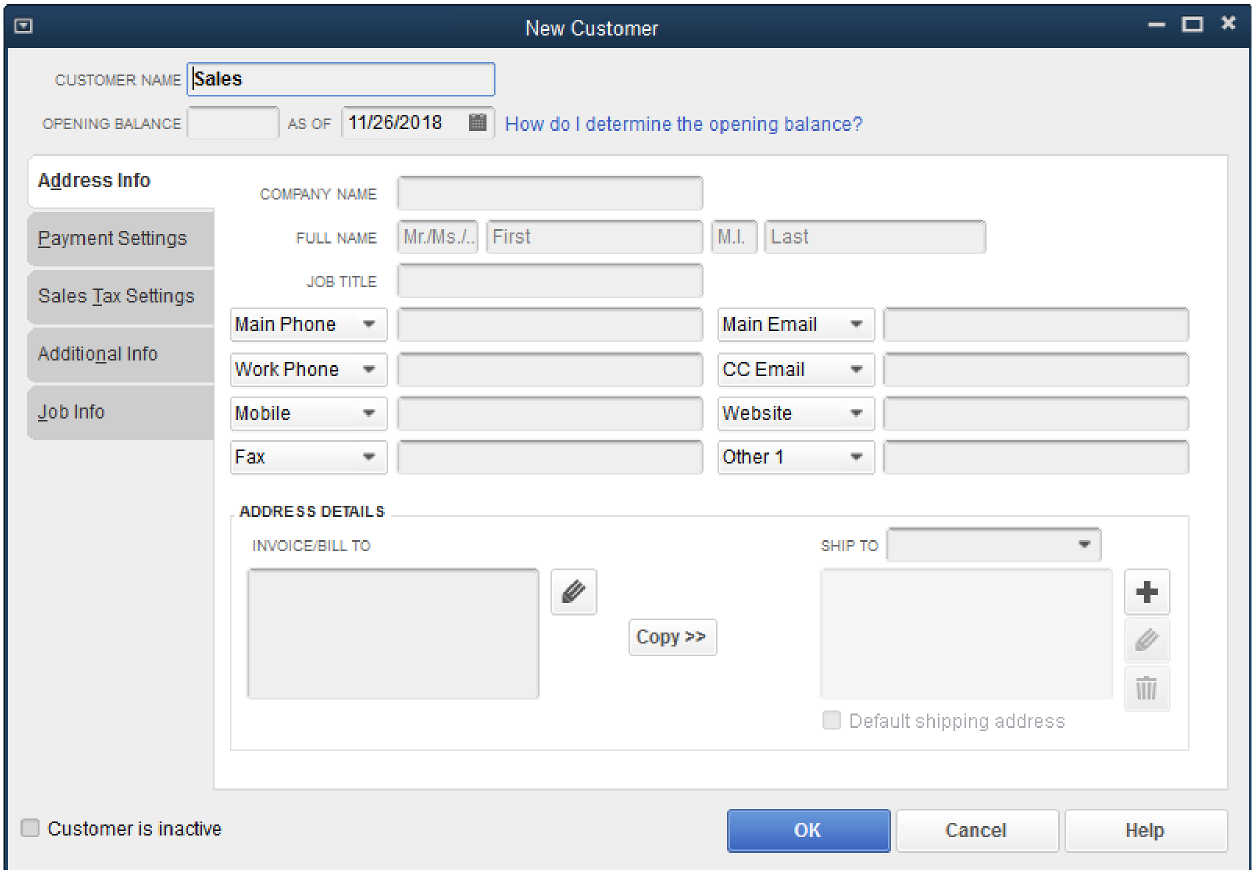
3. Click **OK** to save the Vendor.

Create the Sales customer.

1. In QuickBooks open **Customers| Customer Center.** In the **Customer Center** window click the **New Customer & Job** menu and select **New Customer**.



2. In the **Customer Name** field enter **Sales**



3. Click **OK** to save the customer

Option 2: Export Invoice Data

To prepare for the transfer of invoice data from Printer's Plan to QuickBooks you need to perform a one-time setup in each program.

In Printer's Plan, set up:

- QuickBooks Accounts table
- Taxes table
- Product Types Class Configuration (optional)
- Terms table
- Shipping Method table

In QuickBooks, set up:

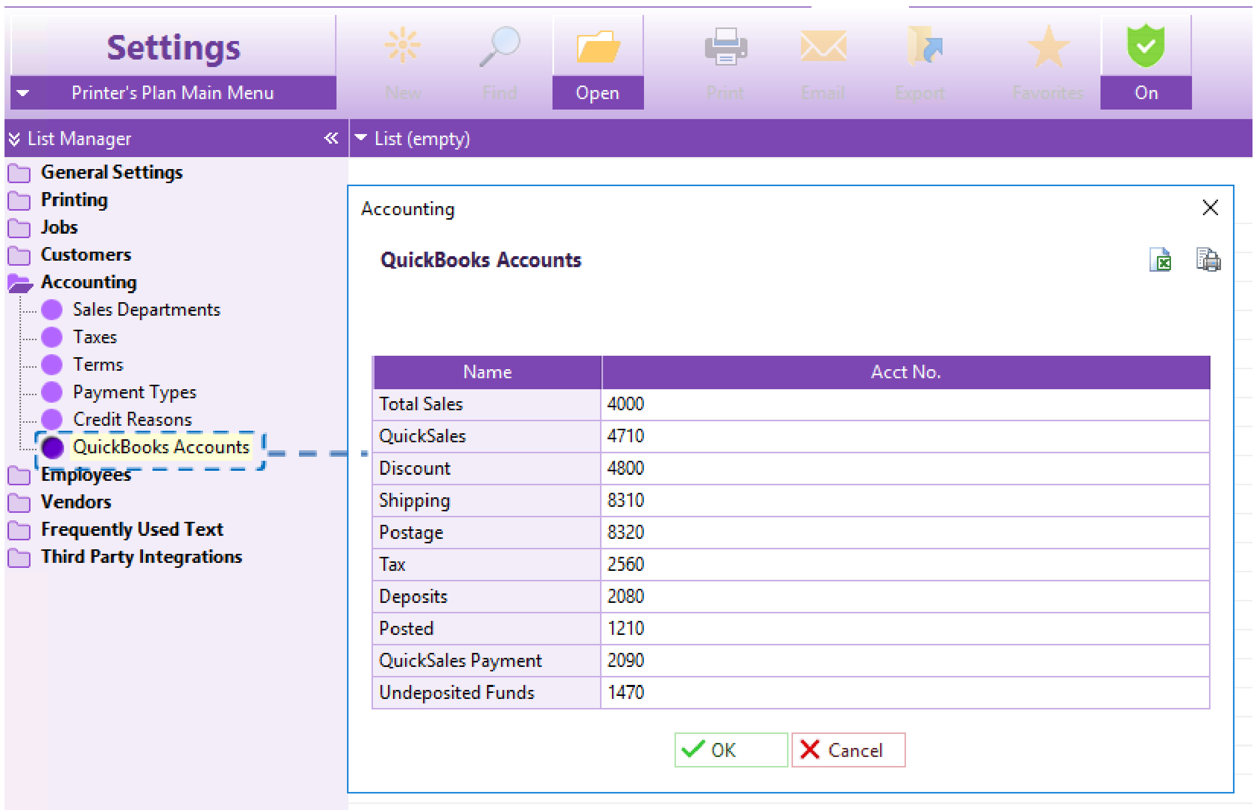
- Chart of accounts (if you have not set it up already)
  Assigning numbers to the accounts will help with mapping them to the Printer's Plan accounts.
- Item List
- Sales Tax

- Class List (optional)
- Terms
- Shipping Methods

In Printer's Plan

QuickBooks Accounts Configuration:

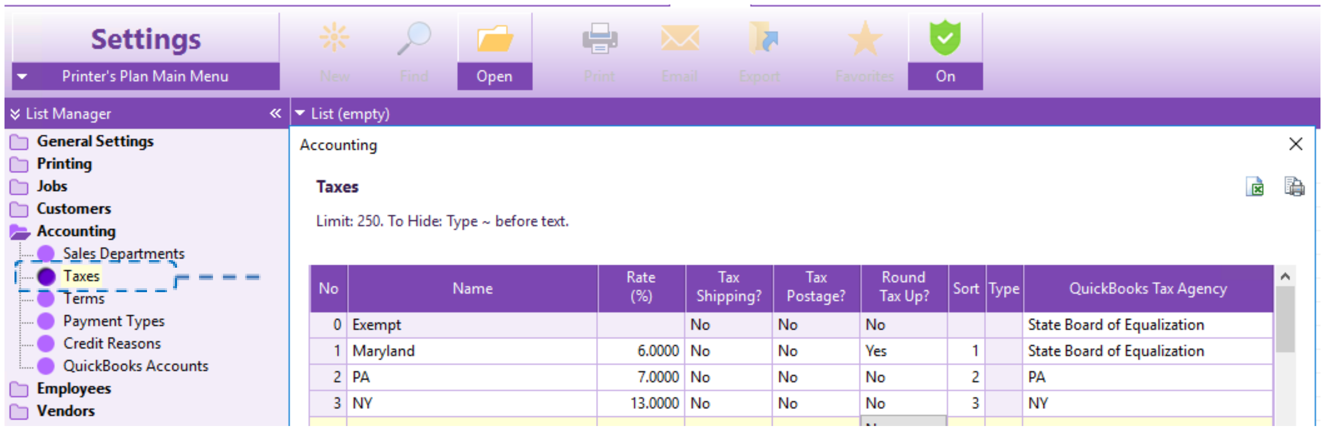
1. Set up the QuickBooks Accounts table. In the **Settings** tab open the **Accounting** folder and select **QuickBooks Accounts.**



In the Acct. No. column, enter the numbers of the corresponding accounts in QuickBooks. **Note:** You may enter account names instead of numbers. Then, the names must match exactly in both programs; otherwise, the import will create a new account in QuickBooks. Therefore, using numbers is more likely to ensure accuracy. Make sure each account in Printer's Plan has a matching account in QuickBooks.

Sales Tax Configuration:

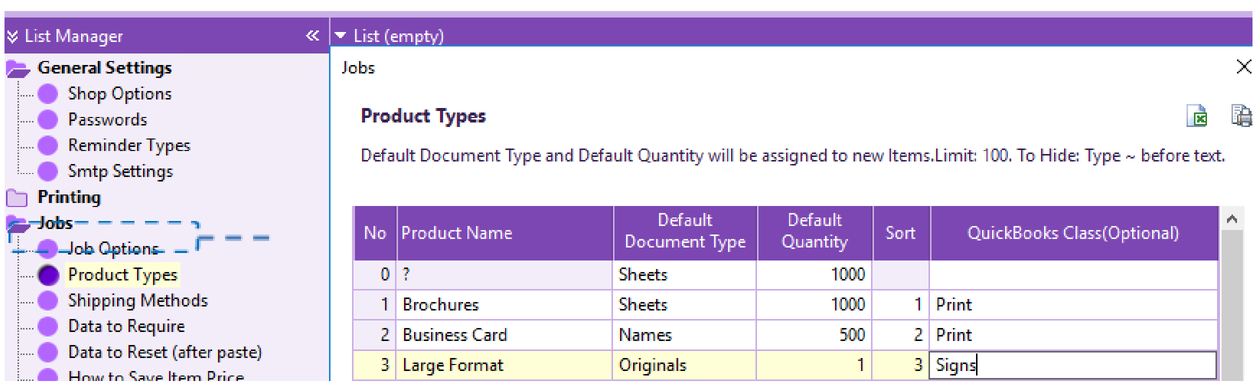
1. In the **Settings** tab open the **Accounting** folder and select **Taxes**. For each tax row in this table enter a QuickBooks Tax Agency. Each Entry in this table needs an exact match in QuickBooks



Important Note: If you are using the Direct Connect import method make sure the **Round Tax Up?** field in Printer's Plan is set to **No**.

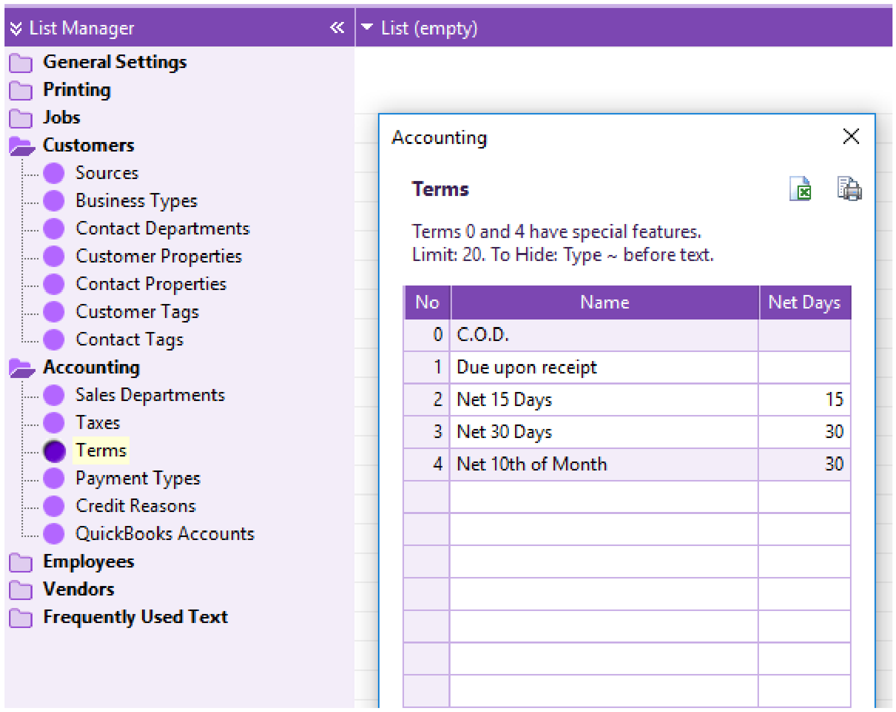
Product Type Configuration:

1. In the **Settings** tab open the **Jobs** folder and select **Product Types**. Each entry in this table needs an exact match in QuickBooks (including the '?' Product Type). If you are tracking class information (optional), for each product type enter the QuickBooks class in the **QuickBooks Class** column.



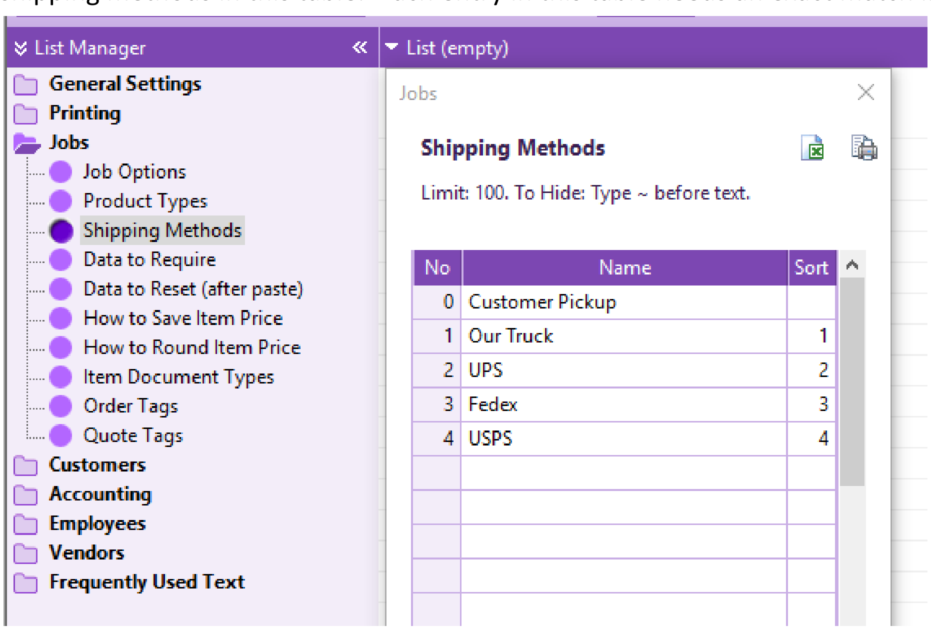
Terms Table

1. In the **Settings** tab open the **Accounting** folder and select **Terms**. Enter each of your payment terms in this table. Each entry in this table needs an exact match in QuickBooks.



Shipping Methods Table

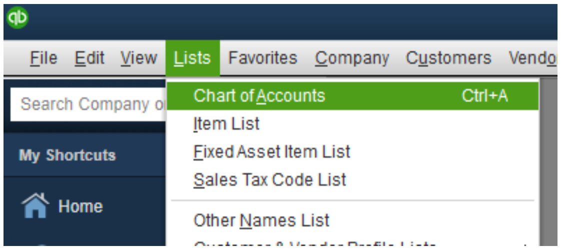
1. In the **Settings** tab open the **Jobs** folder and select **Shipping Methods**. Enter each of your shipping methods in this table. Each entry in this table needs an exact match in QuickBooks.



In QuickBooks

Chart of Accounts Configuration:

1. To set up the Chart of Accounts, click Lists and select Chart of Accounts.



2. Create the following accounts, using the suggested account type for each. *(These are the same accounts listed in the QuickBooks Accounts table in Printer's Plan, which is explained in the previous section.)*

Account Name	Account Type
4000 Total Sales	Income
4710 QuickSales*	Income
4800 Discount	Income
8310 Shipping	Expense
8320 Postage	Expense
2560 Tax	Other Current Liabilities
2080 Deposits	Other Current Liabilities
1210 Posted	Accounts Receivable
2090 QuickSales Payment*	Other Current Liabilities
1470 Undeposited Funds	Undeposited Funds

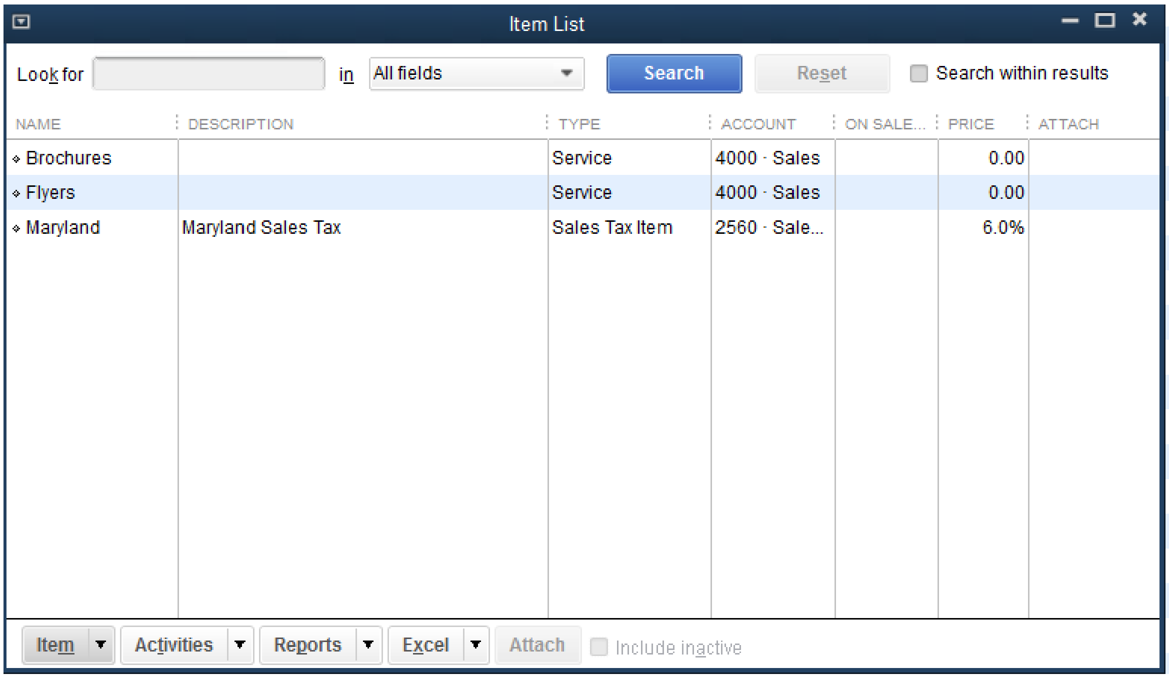
3. Create other income accounts if you have not already done so.

   Note: We recommend that you assign a number to each account. This will ensure accurate mapping of QuickBooks accounts to Printer's Plan Sales Departments as is explained later in this document. *(Numbers in the above table are arbitrary and for demonstration purposes only.)*

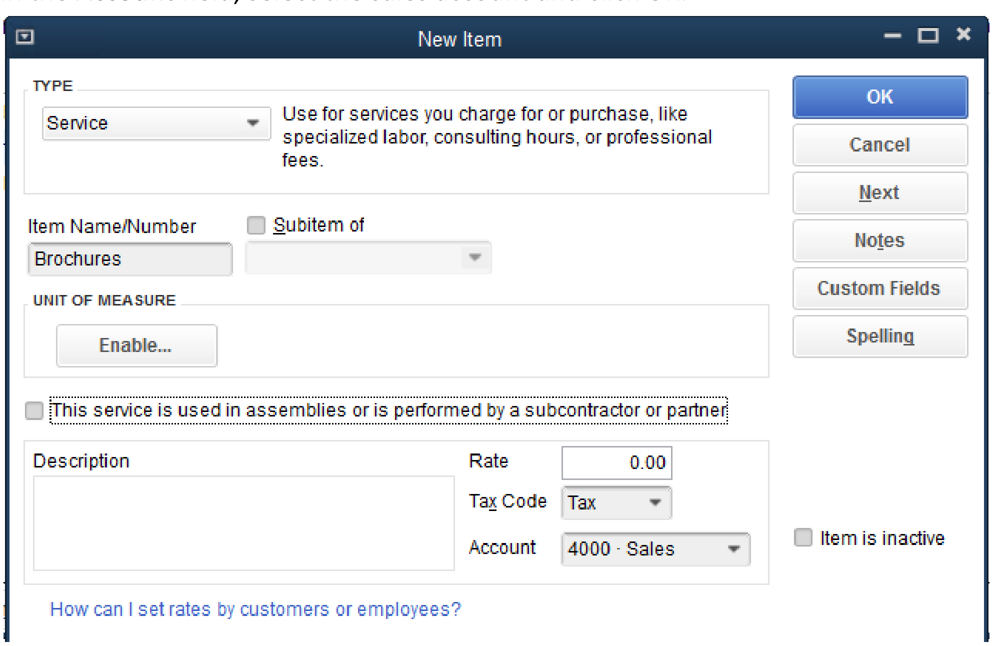
Item List Configuration:

For each product type in Printer's Plan you will need to create a matching **Item** in QuickBooks.

1. In QuickBooks go to **Lists** and select **Item Lists.** At the bottom left corner of this window click on **Item**, then select **New** from the menu.



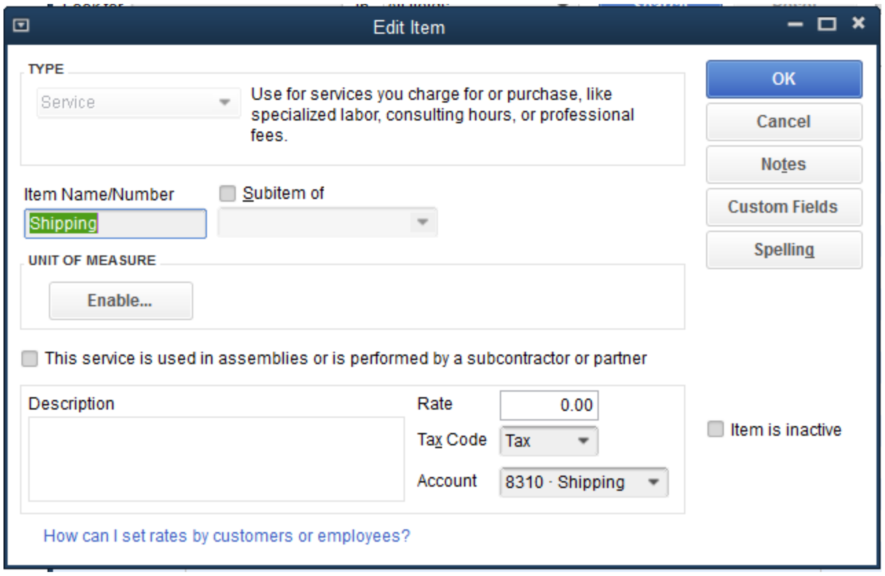
2. In the New Item window select **Service** in the **Type** field.
3. In the **Item Name/Number** field enter the corresponding Printer's Plan Product Type name
4. In the **Account** field, select the sales account and click OK.



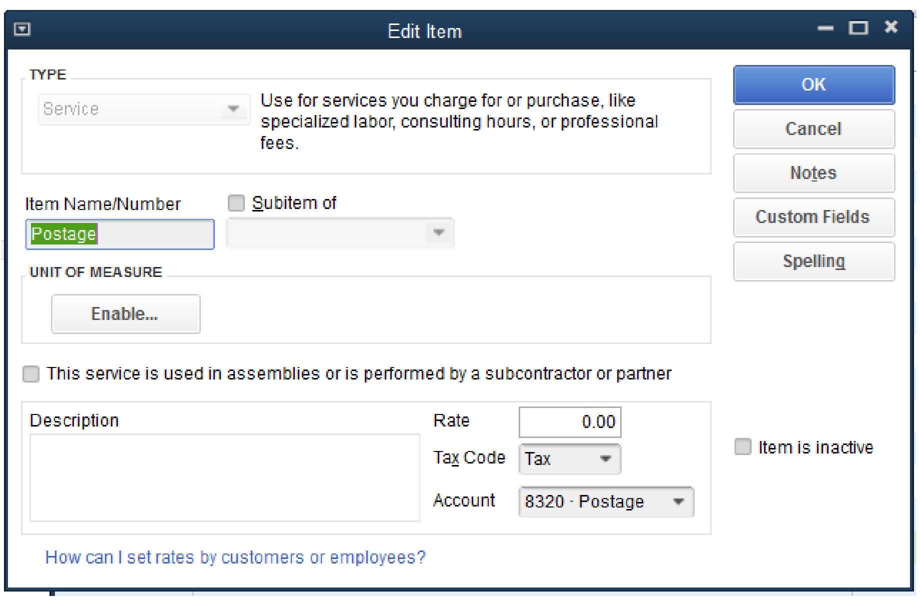
5. Repeat this for each product type in Printer's Plan.

6. You will also need to create a new QuickBooks Item for the Shipping, Postage and Discount transactions.

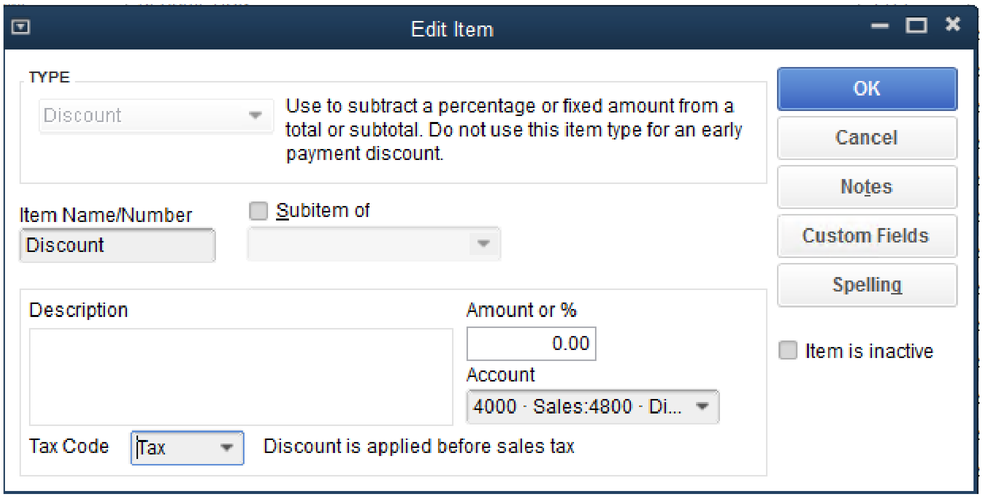
Shipping:



Postage:

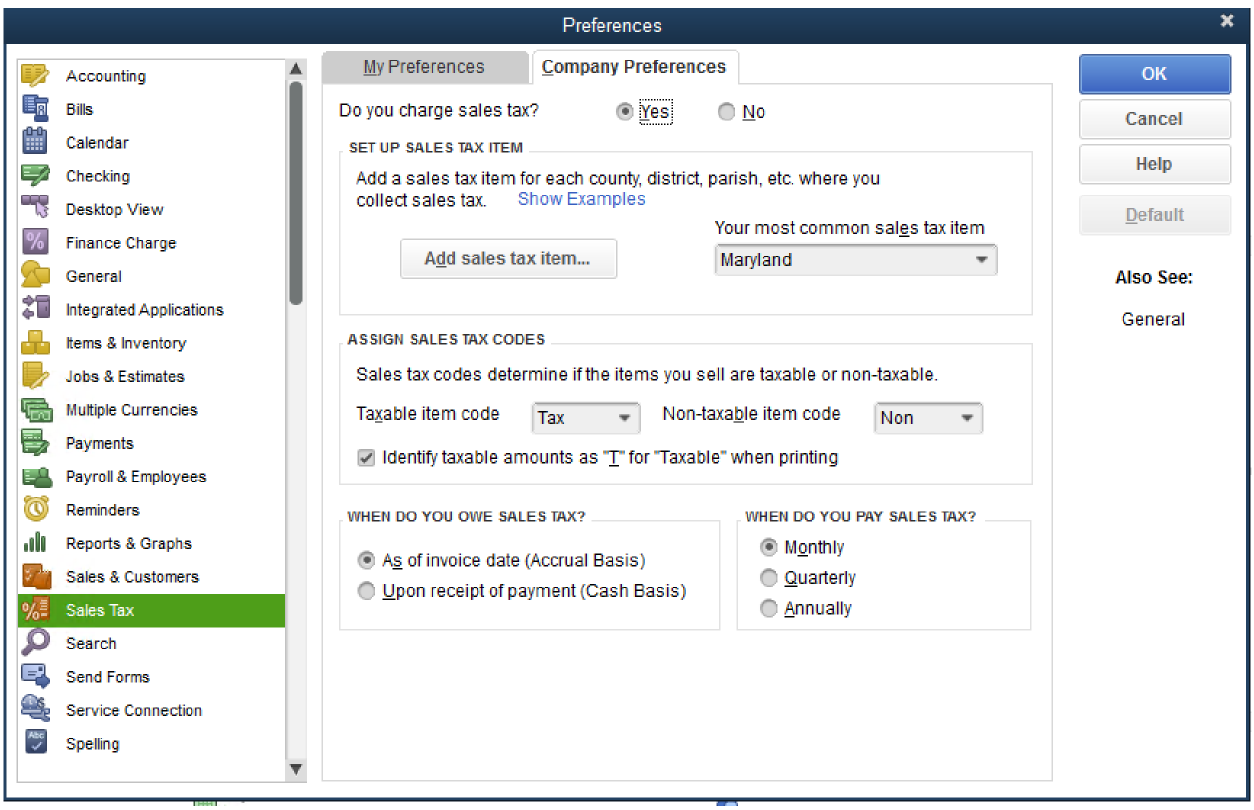


Discount (For the Discount the Type field should be set to Discount):



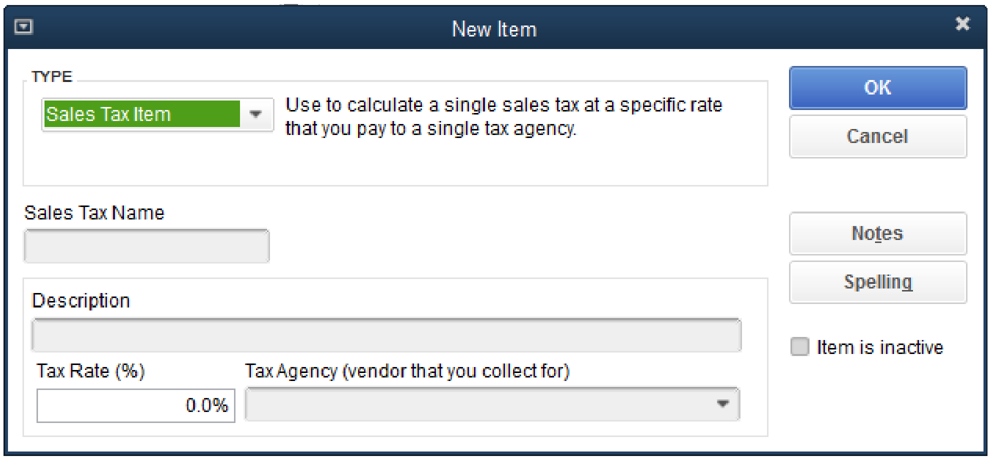
Sales Tax Configuration:

1. If you charge for taxes, make sure QuickBooks is set up to use taxes. In QuickBooks go to **Edit |Preferences | Sales Tax| Company Preferences**. In this window, set the **Do you charge sales tax?** field to **Yes.**

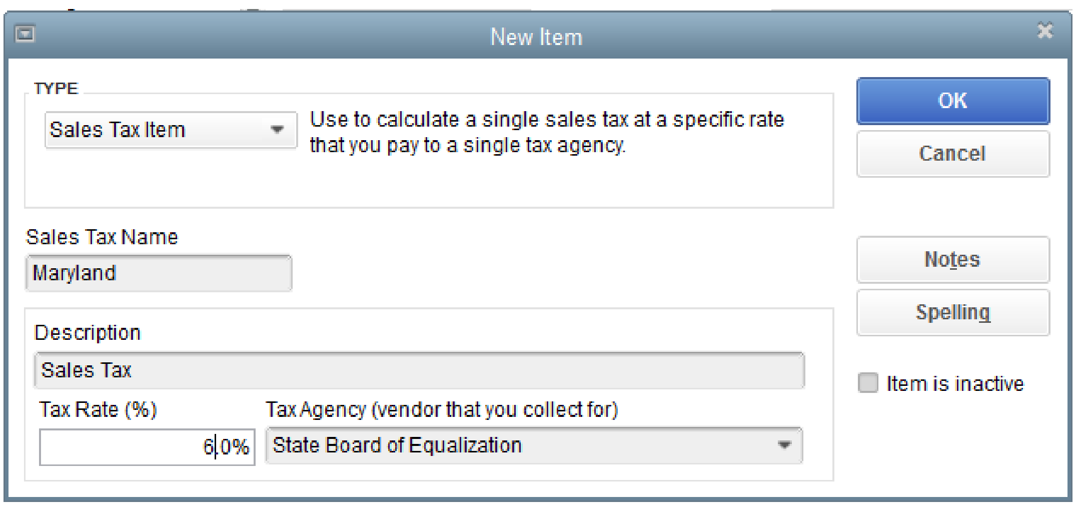


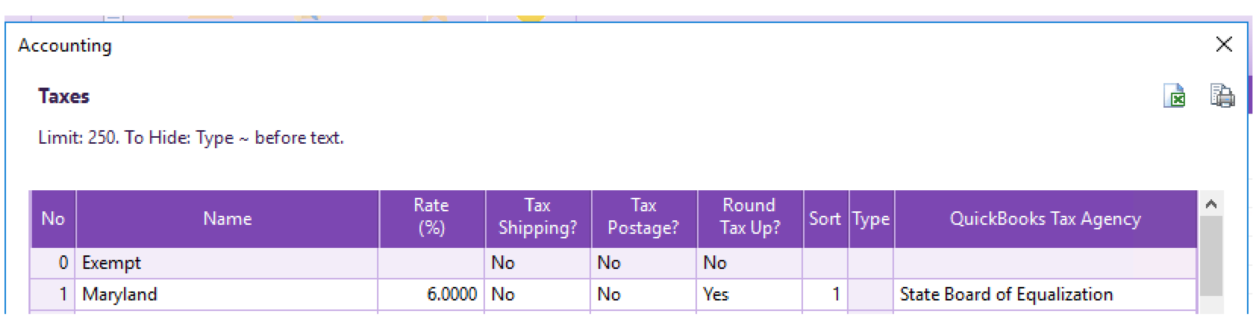
2. To add a tax item, in the **Sales Tax | Company Preferences** window click the **Add sale tax item…** button.

3. In the **New Item** window that appears, set the **Type** field to **Sales Tax Item**



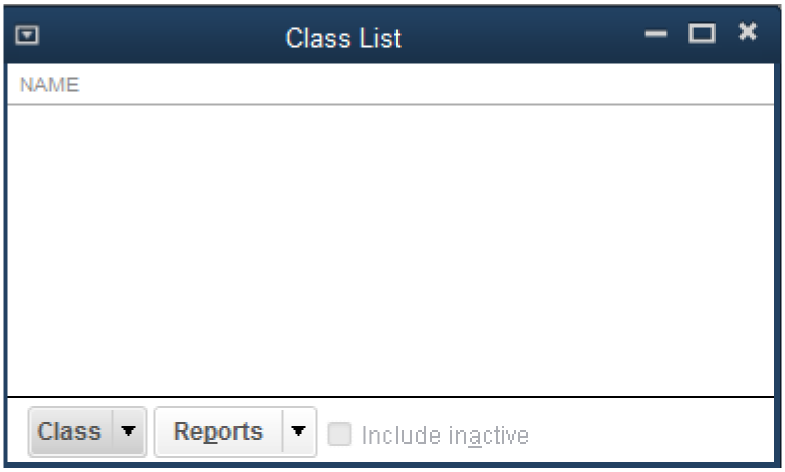
4. In the **Sales Tax Name** field enter the Printer's Plan tax name. This name should match up with the value in the **Name** field from the Printer's Plan **Settings** | **Accounting** | **Taxes** window.
5. In the **Tax Rate** field enter the tax rate.
6. In the **Tax Agency field** select the Printer's Plan **QuickBooks Tax Agency**. This field should match up with the value in the **QuickBooks Tax Agency** field from the Printer's Plan **Settings** | **Accounting** | **Taxes** window.



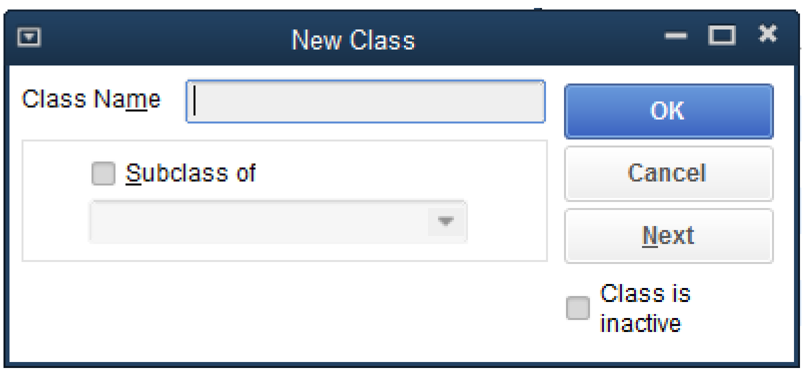


Class List Configuration (optional):

1. Make sure QuickBooks is set up to use classes. In QuickBooks go to **Edit** |**Preferences** | **Accounting** | **Company Preferences**. In this window check-in the **Use Class Tracking** option and click OK.
2. To create a class, go to **Lists** | **Class List** at the bottom left corner of this window click on **Class**, then select **New** from the menu.



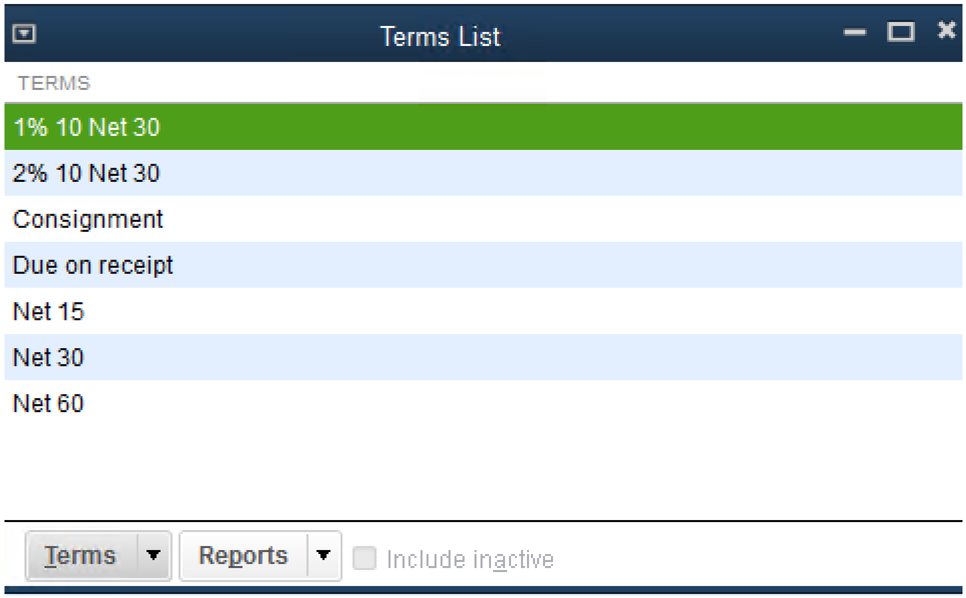
3. In the New Class window enter a **Class Name** and click OK.



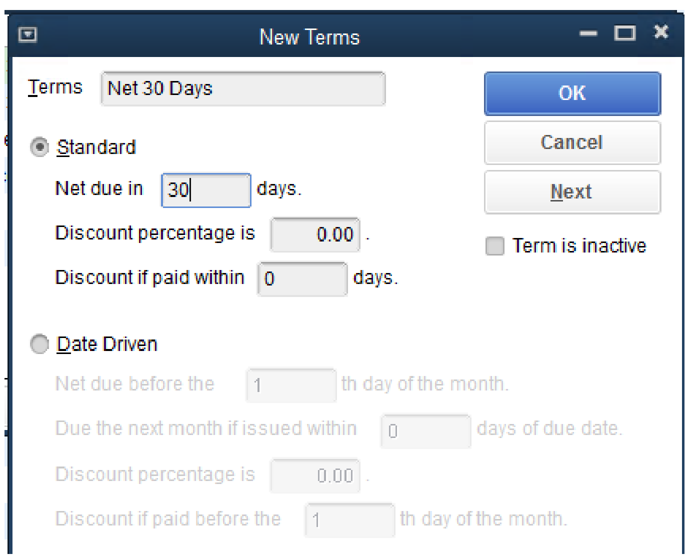
Terms

For each Terms selection in Printer's Plan you will need to create an exact match in QuickBooks. The following steps outline how to add terms in QuickBooks.

1. In **QuickBooks** select **Lists | Customer & Vendor Profile Lists | Terms List**. This will open the **Terms List** window.



2. In the **Terms List** window, at the bottom left corner click on **Terms**, then select **New** from the menu.
3. In the **New Terms** window, in the **Terms** field enter the matching Printer's Plan terms name. In the **Net Due In** field enter the number of days:

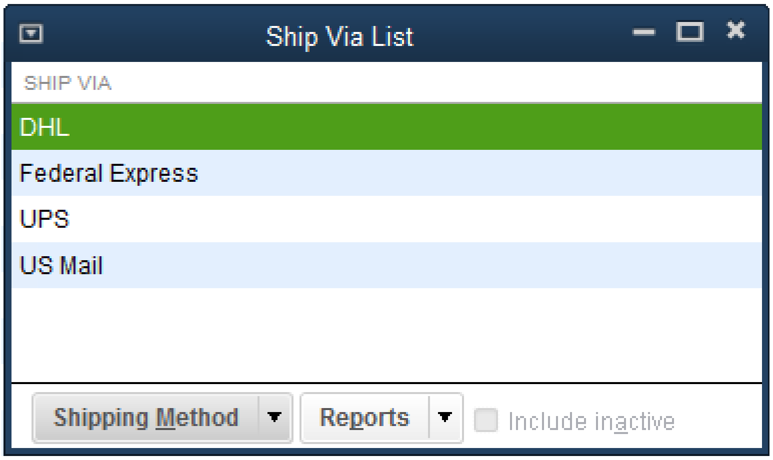


4. Click **OK** to save the terms. Repeat this process for each Printer's Plan Terms option.

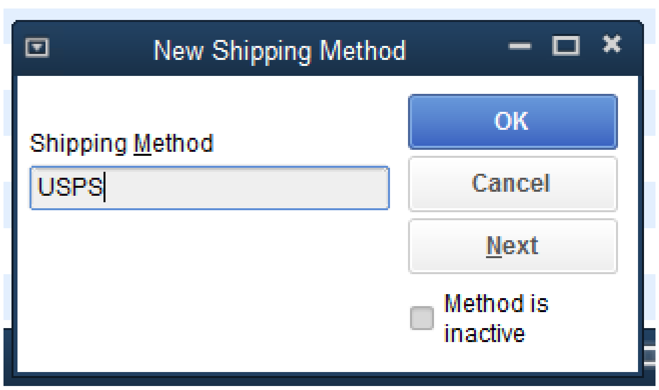
Shipping Methods

For each Shipping Method selection in Printer's Plan you will need to create an exact match in QuickBooks. The following steps outline how to add shipping methods in QuickBooks.

1. In **QuickBooks** select **Lists | Customer & Vendor Profile Lists | Ship Via List**. This will open the **Ship Via List** window:



2. In the **Ship Via List** window, at the bottom left corner click on **Shipping Method**, then select **New** from the menu.
3. In the **New Shipping Method** window, in the **Shipping Method** field enter the matching Printer's Plan shipping method name.



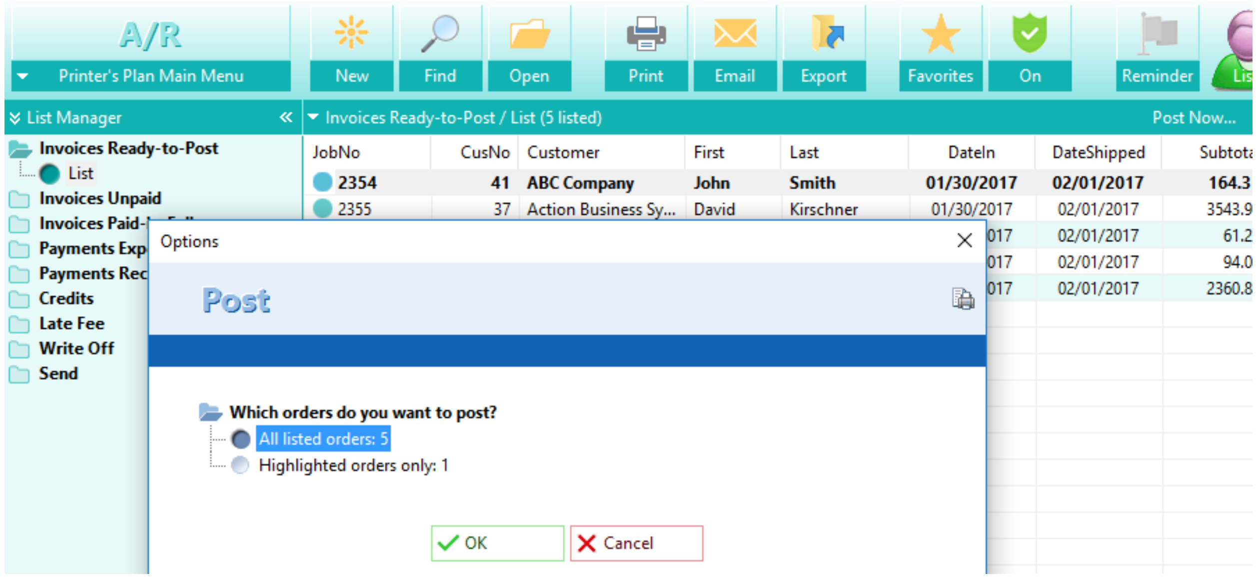
4. Click **OK** to save the shipping method. Repeat this process for each Printer's Plan shipping method option.

Part 3: Export Procedures

This section outlines the process for transferring Printer's Plan data to QuickBooks.

Step 1: Post the Completed Orders

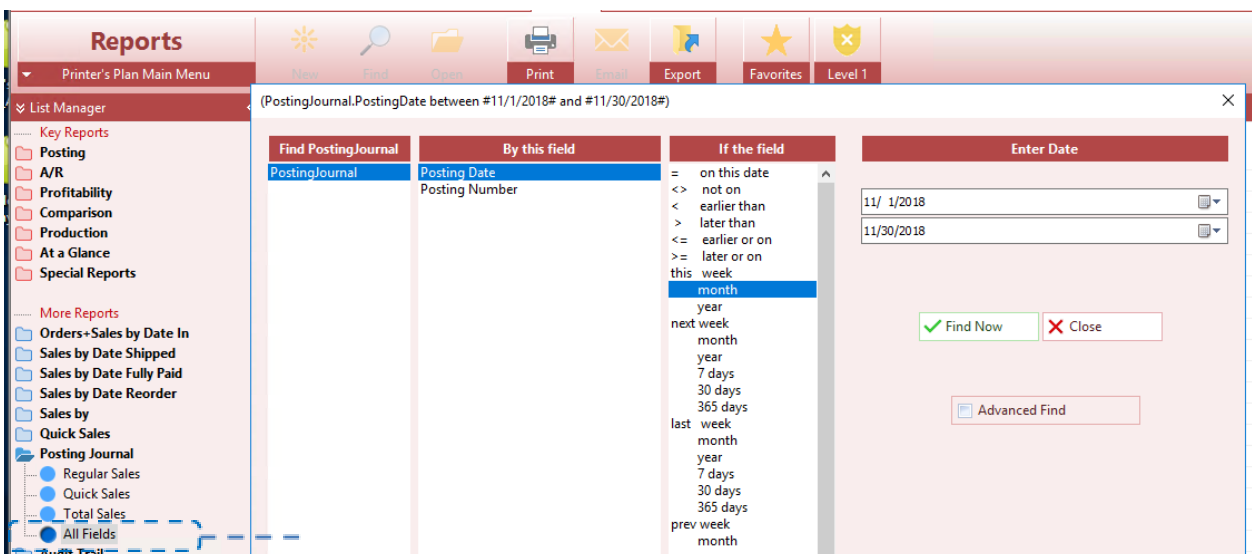
Printer's Plan will only export data to QuickBooks from jobs that have been posted. If you are not familiar with "posting" in Printer's Plan, please read about it in the user guide document named "Closing the Day" on the Printer's Plan Tutorials site: (http://www.printersplan.com/tutorials/list.htm)



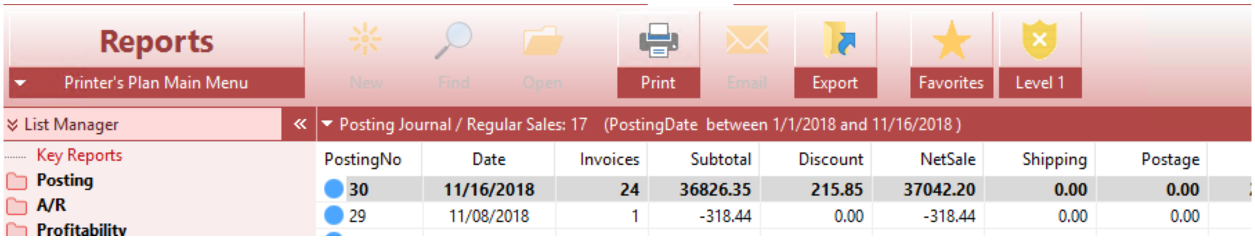
Step 2: Select the Data to Export.

The posting mentioned in Step One records all the data you need to import into QuickBooks. Therefore, the following steps explain how to list the posting(s) of your choice and how to export the data recorded in those postings.

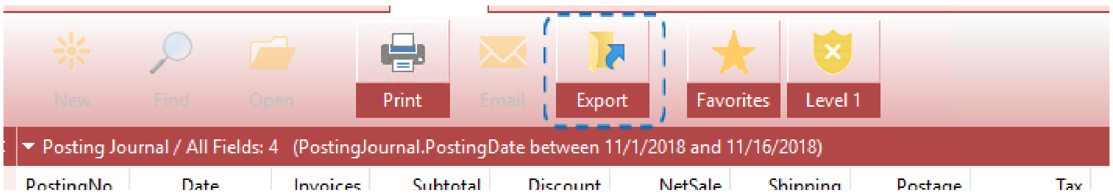
1. Go to the **Reports** section.
2. Open **Posting Journal**. Four types of filters appear: Regular Sales, Quick Sales, Total Sales, and All Fields.
3. Right-click **All Fields** and select **Add filter…** The Find window appears.



4. Select the date range (or the posting numbers) for the posting(s) you want to list and click **Find Now**. The posting(s) that fit the criteria appear, each posting as one-line item.



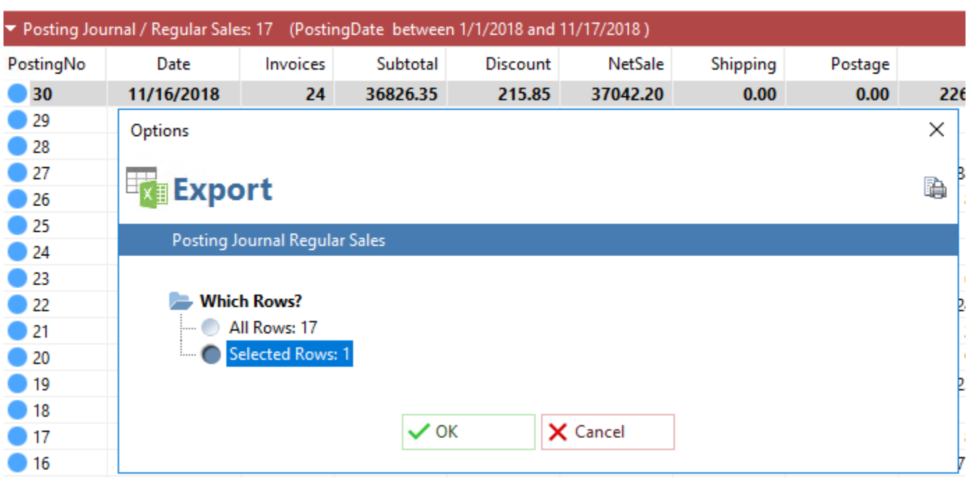
5. Highlight the postings you wish to export and click the Export button



If you are using the IIF Delivery Method skip **Step 3: Import Data Using the Direct Connect Delivery Method** section below and jump to **Step 4: Importing Data Using the IIF delivery method**. If you are using the Direct Connect delivery method continue with the next section.

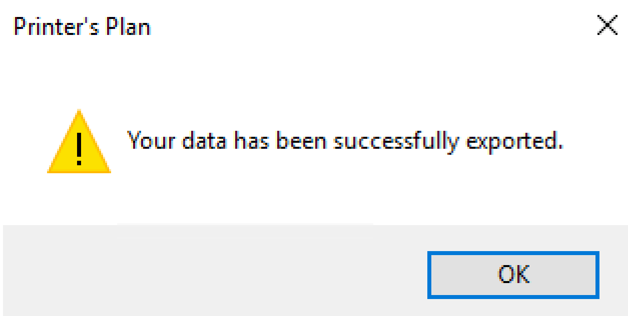
Step 3: Import Data Using the Direct Connect Delivery Method.

6. In the Export window select either **All Rows** or **Selected Rows**. Before you click OK make sure QuickBooks is open and running on the computer that is creating the export data. We also recommend that you backup your QuickBooks data file. Once you verified QuickBooks is open click **OK**.



If you are exporting Invoice Data an optional preview window may appear before the data is sent to QuickBooks. This would allow you to preview the jobs before sending the information to QuickBooks. This option is set in the **Settings** | **Third Party Integrations** | **QuickBooks** | **Enable Invoice Preview field**.

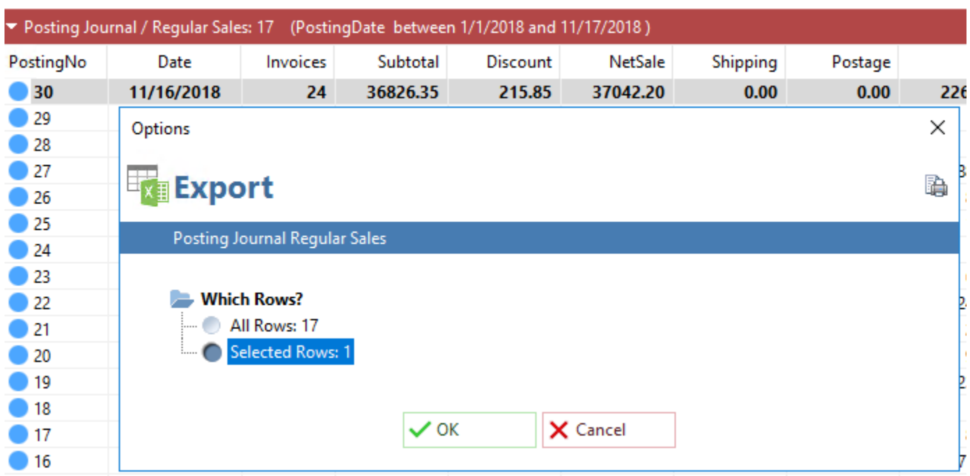
7. After export the data a confirmation window will appear indicating the information has been successfully exported:



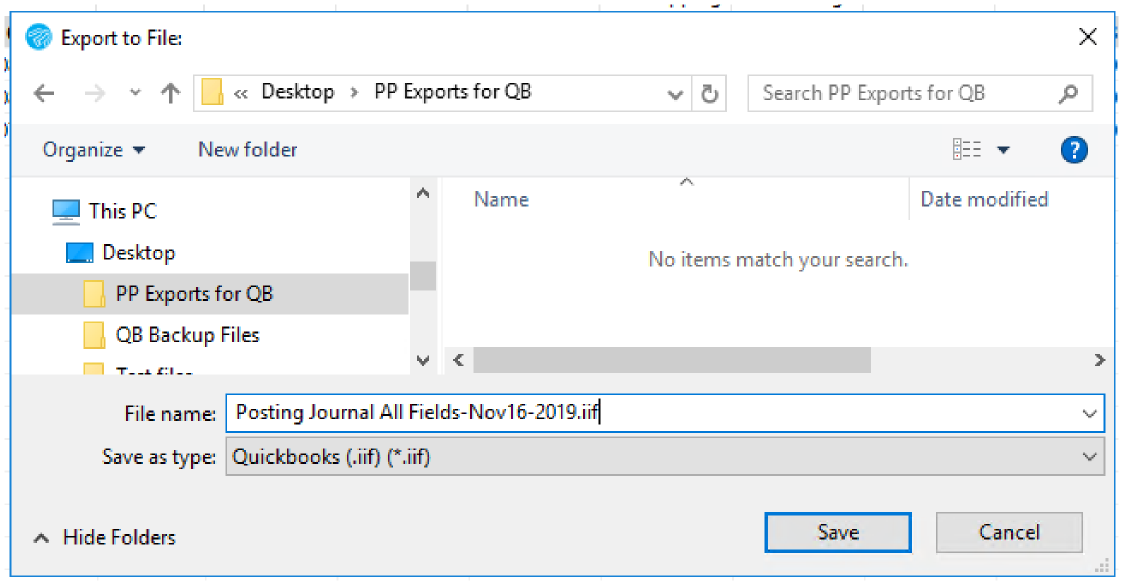
Click **OK**. This is the final step in this guide if you are using the Direct Connect delivery method.

Step 4: Import Data Using the IIF delivery method.

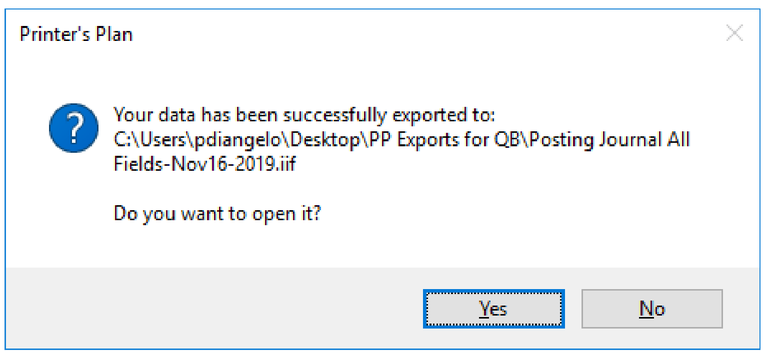
6. In the Export window select either **All Rows** or **Selected Rows** and click **OK**.



7. After clicking **OK** the **File Explorer** window opens. In the **File Name** field: rename the file with a unique identification and in the **Save as type** field select **QuickBooks (.iif)**.



8. Click **Save.** A confirmation window will show that the export was successful:

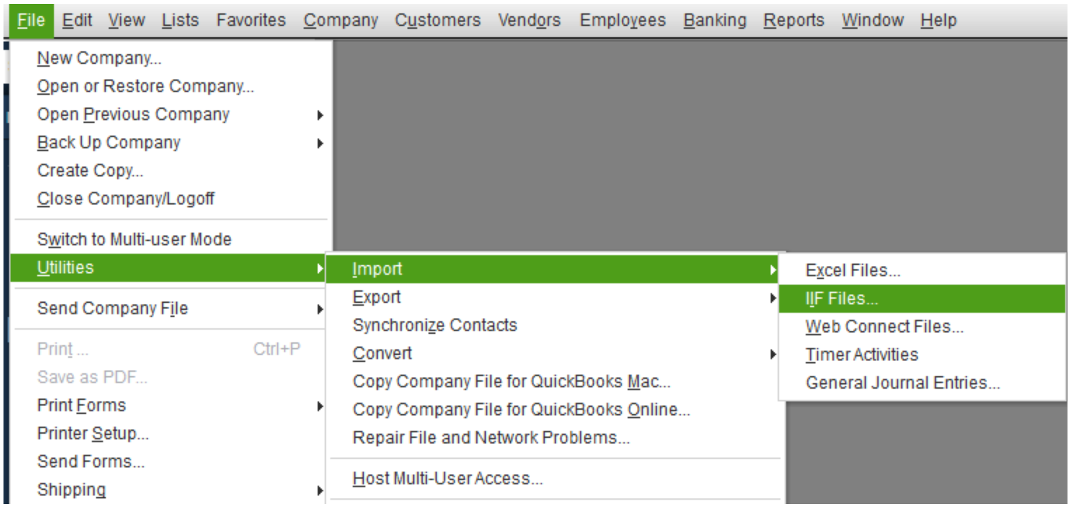


Note: This window also asks if you want to open the file. Click **No**.
If you want to view the contents of this file, you can open the file in Notepad.

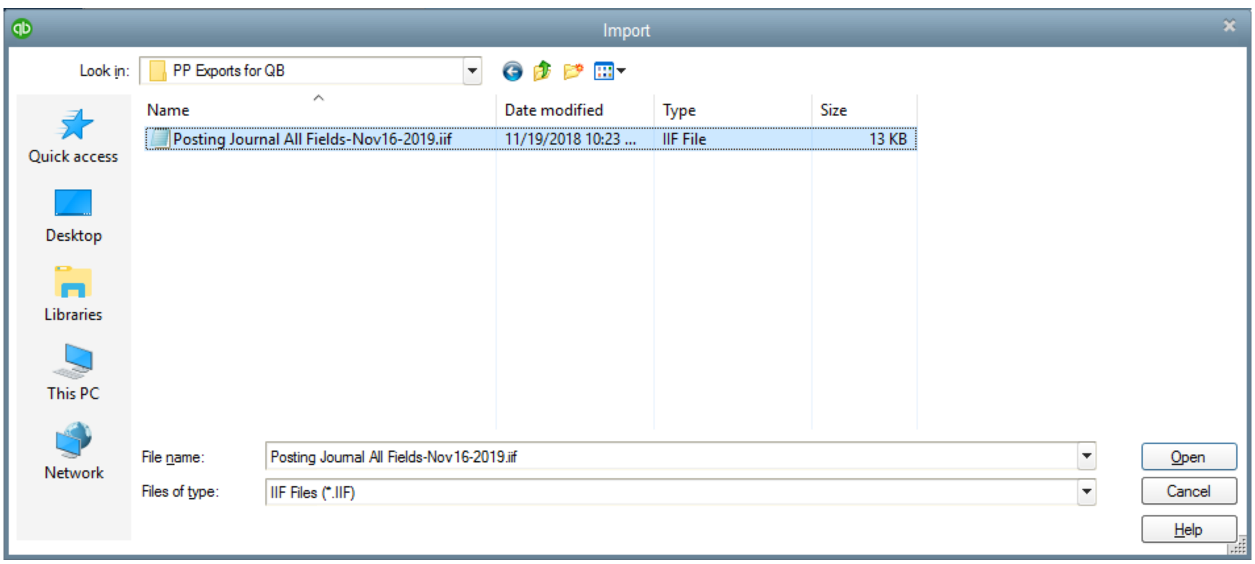
*(Clicking Yes in the above window may give you an error message if you have QuickBooks installed on your computer or display a dialog box asking which program you want to use to open the file. If you receive the error message, click **OK** to close it.)*

9. Open QuickBooks.
10. **Back up the QuickBooks data now.**
    If the import process fails, you will restore the backed up data before you attempt to import again.

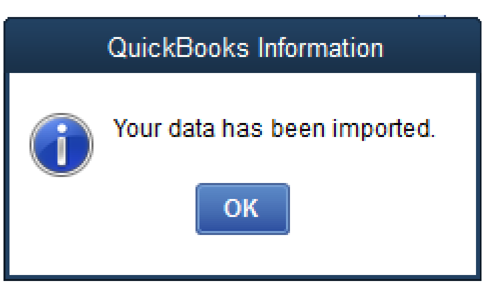
11. After the backup is complete, click File, select Utilities > Import > IIF Files.



The Import window appears.



12. Find the .iif file created with the Printer's Plan export, and click **Open**. After the import is complete, a confirmation window appears.



5. Click **OK**. This is the final step using the IIF Delivery Method.