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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:

Settings Printer's Plan Main Menu	* > > New Find Open P	rint Email Export Favorites
 List Manager General Settings 	▼ List (empty)	
 Frinting Jobs Customers Accounting 	QuickBooks Settings	×
 Employees Vendors Frequently Used Text Third Party Integrations 	Data to Export	Sales ~
Paypal QuickBooks Web2Print	Enable Invoice Preview (Direct Connect Only) Journal Memo Prefix (Direct Connect Only)	Yes V
		Save Cancel

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

QuickBooks Settings		×
Data to Export	Sales	~

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

QuickBooks Settings		×
Data to Export	Invoices	\sim

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:

Settings Printer's Plan Main Menu 		Find	Open	Prir	nt Emai	Export	Favorites
🛠 List Manager 🛛 🔍	🗧 🛨 List (emp	ty)					
General Settings Printing Jobs Curtomore							
Customers Accounting Fmployees	QuickBool	ks Settings					×
Vendors Frequently Used Text	Data to Exp	oort			Sales		~
Third Party Integrations Paypal OuickBooks	Export Met	hod bice Preview ((Direct Conne	ct Only)	IIF File Yes		~
Web2Print	Journal Mer	no Prefix (Dir	ect Connect (Only)	PPlan Api:		
					✓ Save	× Ca	ancel

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

.

Export Method	IIF File	~

1

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_OInstaller.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.**

Settings Printer's Plan Main Menu	🔆 🔎 New Find	Open	Print	Email	Export	Favorites	O n	
¥ List Manager ≪	▼ List (empty)							
 General Settings Printing Jobs Customers Accounting 	Accounting QuickBooks Accou	unts					X	×
Sales Departments								
 Terms Payment Types Credit Reasons QuickBooks Accounts Employees Vendors Frequently Used Text Third Party Integrations 	NameTotal SalesQuickSalesDiscountShippingPostageTaxDepositsPostedQuickSales PaymentUndeposited Funds	4000 4710 4800 8310 8320 2560 2080 1210 2090 1470			Acct No.			
			🗸 ОК	× Canc	el			

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**.

Printer's Plan 2019										
Home Jo	obs	Scheduler	Time	Tracker	Services	Customers	A/R	Repo	orts Settings	MyPlan
S	ett	ings		242	÷ ,0					
 Printer X List Manage 	rs Plan	i Main Menu	«	Acco	unting					
General So Printing Jobs	etting s	IS		Sales Departments Limit: 100. To Hide: Type ~ before text.						
Accountin	g			No	Departme	ent ID and Nan	ne	Group	Quick	looks Class
Sales D	Departi	ments –		0	?					
- Taxes				7	4100 Printing			41	Print	
Terms				18	4110 Single Co	lor		41	Print	
Credit	Reaso	ns		19	4120 Multi Col	or		41	Print	
QuickBooks Accounts				20	4130 Process			41	Print	
Employee	s			48	4160 Printing P	aper		41	Print	
Vendors				9	4210 B&W Dig	ital		42	Print	
Frequently	y Useo	dText		32	4900 Signs & B	anners		42	Signs	

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.

Ф						
<u>F</u> ile <u>E</u> dit <u>V</u> iew	<u>L</u> ists	Favorites	<u>C</u> ompany	C <u>u</u> stomers	Vend <u>o</u>	
Search Company o	Ch	art of <u>A</u> ccou	Ctrl+	A		
Item List						
My Shortcuts	Eixed Asset Item List					
Sales Tax Code List						
প Home	Oth	ier <u>N</u> ames I	List			
My Shortcuts	<u>F</u> ixe Sal	ed Asset Ite es Tax Cod ier <u>N</u> ames I	m List e List List		_	

 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):

 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.

Preferences						
Accounting	My Preferences Company Preferences	ОК				
Bills Calendar Checking	ACCOUNTS Image: Constraint of the second	Cancel Help				
 Desktop View Finance Charge General Integrated Applications 	CLASS Use class tracking for transactions Prompt to assign classes	Default Also See: General				
Litems & Inventory Jobs & Estimates	 Automatically assign general journal entry number Warn when posting a transaction to Retained Farmings 	Payroll and Employees				

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.

	Class List	- 🗆 ×
NAME		
Class v Reports	▼ Include in <u>a</u> ctive	

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

	New Class	- 🗆 ×
Class Na <u>m</u> e		ОК
Subclass of		Cancel
	Ψ.	Next
		Class is inactive

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.



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

2	New Vendor	
	TAXE S AS OF 11/26/2018 How do I determine the opening balance?	
A <u>d</u> dress Info	Tell us which expense accounts to prefill when you enter bills for this vendor.	
Payment Settings	Spending a little time here can save you time later on.	
Tax Settings	Accounts you select here show up automatically in the accounts field when you enter a bill for this vendor. Example: Bills from the phone company would be assigned to the Telephone Utilities expense account.	
Account Settings		
Additio <u>n</u> al Info	Clear All How do Account Prefills work with Bank Feeds?	
Vendor is inactive	OK Cancel	Help

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

			New Cus	tomer				- 🗆 ×
CUSTOMER NAME	es							
OPENING BALANCE	AS OF 11/26	/2018 🔳	How do I de	termine the	opening balan	ice?		
A <u>d</u> dress Info	COMPANY NAME	[
<u>P</u> ayment Settings	FULL NAME	Mr./Ms./	First		M.I. Last			
Sales <u>T</u> ax Settings	JOB TITLE]				
	Main Phone 🔻]	Main Email	•		
Additio <u>n</u> al Info	Work Phone 📼]	CC Email	•		
<u>J</u> ob Info	Mobile 💌	[]	Website	•		
	Fax 💌]	Other 1	•		
	ADDRESS DETAILS							
	INVOICE/BILL TO				s	нір то 🗍		-
			4					+
				Copy >>				411
	1					Defa	ult shipping addres	s
Customer is inactive					ОК		Cancel	Help

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.**

Settings	* 🔎				5	V	
 Printer's Plan Main Menu 	New Find	Open				On	
¥ List Manager ≪	▼ List (empty)						
 General Settings Printing Jobs Customers Accounting 	Accounting QuickBooks Account	ts				X	×
Sales Departments Taxes Terms	News				A+ NI-		
Payment Types Credit Reasons QuickBooks Accounts Employees Vendors Frequently Used Text Third Party Integrations	Total Sales QuickSales Discount Shipping Postage Tax Deposits Posted	4000 4710 4800 8310 8320 2560 2080 1210					
	QuickSales Payment Undeposited Funds	2090 1470	✔ ОК	× Canc	el		

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

•	Settings Printer's Plan Main Menu		Find	Open	Print Em	ail Expo	rt Fav	rorites)n				
¥ Li:	st Manager «	▼ List (empty)										
	General Settings	Accou	nting										\times
	Jobs	Тах	es										D)
	Customers Accounting	Lim	it: 250. To Hide: 1	Type ~ before text	t.								
-	Sales Departments		1			-	-			1			
-	Terms	No		Name	Kate (%)	Tax Shipping?	lax Postage?	Round Tax Up?	Sort	Туре	QuickBooks Tax Agency		î
(Payment Types	0	Exempt			No	No	No			State Board of Equalization		
(Credit Reasons	1	Maryland		6.0000	No	No	Yes	1		State Board of Equalization		
i (OuickBooks Accounts	2	PA		7.0000	No	No	No	2		PA		
	Employees	3	NY		13.0000	No	No	No	3		NY		
	Venuors								-			_	

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:

 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.

☆ List Manager	👻 List (List (empty)								
늘 General Settings	Jobs	bs X								
Shop Options Passwords	Pro	Product Types								
 Reminder Types Smtp Settings 	Def	Default Document Type and Default Quantity will be assigned to new Items.Limit: 100. To Hide: Type ~ before text.								
🛅 Printing					1					
Jobs	No	Product Name	Default Document Type	Default Quantity	Sort	QuickBooks Class(Optional)	^			
Product Types	0	?	Sheets	1000						
Shipping Methods	1	Brochures	Sheets	1000	1	Print				
😑 Data to Require	2	2 Business Card Names 500 2 Print								
Data to Reset (after paste) How to Save Item Price	3	Large Format	Originals	1	3	Signs				

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.

¥ List Manager ≪	👻 Lis	st (emp	pty)	
 General Settings Printing Jobs 	_			
Customers	4	Accour	nting	×
Business Types Contact Departments Customer Properties		Term Term Limit	ns 1s 0 and 4 have special features. 1: 20. To Hide: Type ~ before text.	
Contact Properties Customer Tags Contact Tag		No 0 1 2 3	Name C.O.D. Due upon receipt Net 15 Days Net 30 Days	Net Days
 Payment Types Credit Reasons QuickBooks Accounts Employees Vendors Frequently Used Text 		4	Net 10th of Month	30

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.

℅ List Manager ペ	🔻 List (er	npty)		
 General Settings Printing Jobs Job Options Product Types Shipping Methods 	Jobs Ship Limit	ping Methods : 100. To Hide: Type ~ before text.	X	
Data to Require	No	Name	Sort	^
Data to Reset (after paste)	0	Customer Pickup		
How to Save item Price	1	Our Truck	1	
Item Document Types	2	UPS	2	
Order Tags	3	Fedex	3	
Quote Tags	4	USPS	4	
 Customers Accounting Employees Vendors Frequently Used Text 				

In QuickBooks

Chart of Accounts Configuration:

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

QD									
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>L</u> ists	Favorites	<u>C</u> ompany	C <u>u</u> stomers	Vendo		
Searc	h Com	Ctrl+	A						
			<u>I</u> tem List						
My Sh	ortcut	8	Eixed Asset Item List						
			<u>S</u> ales Tax Code List						
¶ ¶	lome		Oth	er <u>N</u> ames l	List	. :			

 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.

		ltem	List		- 🗆 ×
Loo <u>k</u> for	ir	All fields	 Search 	Re <u>s</u> et	Search within results
NAME	DESCRIPTION		TYPE	ACCOUNT ON S	ALE PRICE ATTACH
 Brochures 			Service	4000 · Sales	0.00
			Service	4000 · Sales	0.00
Maryland	Maryland Sales Tax		Sales Tax Item	2560 · Sale	6.0%
Ite <u>m</u> • Ac <u>t</u> iv	vities Reports	▼ E <u>x</u> cel ▼ Atta	ch 📃 Include in <u>a</u>	ctive	

- 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.

	New Ite	em	- 🗆 ×
TYPEService	Use for services you chase specialized labor, consu	arge for or purchase, like Ilting hours, or professional	OK Cancel
Item Name/Number Brochures UNIT OF MEASURE Enable	Subitem of		No <u>t</u> es Custom Fields Spelling
This service is used Description How can I set rates b	in assemblies or is performed R T A y customers or employees?	by a subcontractor or partner tate 0.00 a <u>x</u> Code Tax • ccount 4000 · Sales •	Item is inactive

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:

	Edit Item	- 🗆 ×
Service	 Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees. 	OK Cancel
Item Name/Number Shipping	Subitem of	No <u>t</u> es Custom Fields Spelling
Enable This service is used	in assemblies or is performed by a subcontractor or partner	
Description	Rate 0.00 Tax Code Tax Account 8310 · Shipping	ltem is inactive
How can I set rates t	by customers or employees?	

Postage:

	Edit Item	– 🗆 ×
Service	Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.	OK Cancel
Item Name/Number Postage UNIT OF MEASURE	Subitem of	Custom Fields Spelling
Enable This service is used i Description	n assemblies or is performed by a subcontractor or partner Rate 0.00 Ta <u>x</u> Code Tax • Account 8320 · Postage •	Item is inactive
How can I set rates by	v customers or employees?	

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

	Edit Item	- 🗆 ×
Discount	 Use to subtract a percentage or fixed amount from a total or subtotal. Do not use this item type for an early payment discount. 	OK Cancel
Item Name/Number Discount	Subitem of	No <u>t</u> es Custom Fields Spelling
Description	Amount or % 0.00 Account 4000 · Sales:4800 · Di •	Item is inactive
Tax Code Tax 📼	Discount is applied before sales tax	

Sales Tax Configuration:

 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.

Accounting	My Preferences Company Preferences	ОК
B Bills	Do you charge sales tax?	Cancel
Calendar Checking Desktop View Finance Charne	Add a sales tax item for each county, district, parish, etc. where you collect sales tax. Show Examples Your most common sales tax item	Help Default
General	A <u>d</u> d sales tax item Maryland •	Also See:
Items & Inventory Jobs & Estimates Multiple Currencies	ASSIGN SALES TAX CODES Sales tax codes determine if the items you sell are taxable or non-taxable. Taxable item code Tax - Non-taxable item code Non -	General
Payroll & Employees	Identify taxable amounts as "T" for "Taxable" when printing	
Payments Payroll & Employees Reminders Reports & Graphs Sales & Customers Sales Tax Search	 Identify taxable amounts as "T" for "Taxable" when printing WHEN DO YOU OWE SALES TAX? Mage of invoice date (Accrual Basis) Upon receipt of payment (Cash Basis) Annually 	

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

New Item	×
TYPE Sales Tax Item Use to calculate a single sales tax at a specific rate that you pay to a single tax agency.	ОК Cancel
Sales Tax Name Description	No <u>t</u> es Spellin <u>a</u>
Tax Rate (%) Tax Agency (vendor that you collect for)	ltem is inactive

- 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.
- 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.

I Ne	w Item	×
Sales Tax Item Use to calculate a single that you pay to a single	gle sales tax at a specific rate e tax agency.	OK Cancel
Sales Tax Name Maryland		No <u>t</u> es
Description		Spellin <u>q</u>
Sales Tax		Item is inactive
Tax Rate (%) Tax Agency (vendor that you 6 0% State Board of Equalization	collect for)	

Accounting							×				
	Taxe	5								×	D)
	Limit	: 250. To Hide: Type ~ before text.									
			Pate	Тах	Тау	Pound					•
	No	Name	Rate (%)	Tax Shipping?	Tax Postage?	Round Tax Up?	Sort	Туре	QuickBooks Tax Agency		^
	No 0	Name Exempt	Rate (%)	Tax Shipping? No	Tax Postage? No	Round Tax Up? No	Sort	Туре	QuickBooks Tax Agency		^

Class List Configuration (optional):

- 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.

	Class List	– 🗆 ×
NAME		
Class v Reports	▼ Include in <u>a</u> ctive	

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

•	New Class	– 🗆 ×
Class Na <u>m</u> e		ОК
Subclass of		Cancel
	Ψ.	Next
		Class is inactive

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.

	Terms List	– 🗆 ×
TERMS		
1% 10 Net 30		
2% 10 Net 30		
Consignment		
Due on receipt		
Net 15		
Net 30		
Net 60		
Terms v Reports v	Include in <u>a</u> ctive	

- 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:

New Terms	- 🗆 ×
Terms Net 30 Days	ОК
Standard	Cancel
Net due in 30 days.	Next
Discount percentage is 0.00.	Term is inactive
Discount if paid within 0 days.	
Date Driven	
Net due before the 1 th day of the mon	ith.
Due the next month if issued within	ays of due date.
Discount percentage is 0.00.	
Discount if paid before the 1 th day of the	ie month.

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:

	Ship Via List	– 🗆 ×
SHIP VIA		
DHL		
Federal Express		
UPS		
US Mail		
Shipping <u>M</u> ethod	Reports 🔻 🗆 Include in	<u>a</u> ctive

- 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: (<u>http://www.printersplan.com/tutorials/list.htm</u>)

→ Printer's Plan	/R n Main Menu	** New	Find C	Dpen Print	Email	Export	+ Favorites	O n	Remi	nder
℅ List Manager		 Invoices Read 	ly-to-Post / L	ist (5 listed)					P	ost Now
Invoices Ready List Invoices Unpair	y-to-Post id	JobNo 2354	CusNo 41	Customer ABC Company	First John	Last Smith	Datelr 01/30/20	n [017 (DateShipped	Subtota 164.3
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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.

 Printer's Plan Main Menu Print Code Print Code Export Print Code Export Pavorites Level 1 V List Manager (PostingJournal.PostingDate between #11/1/2018# and #11/30/2018#) V Key Reports Profitability Comparison Profitability Comparison Profitability Comparison Production At a Glance Special Reports More Reports More Reports Orders-Sales by Date Fully Paid Sales by Date Fully Paid Sales by Date Fully Paid Sales by Date Reorder Sales by Date Reorder Sales by Date Reorder Sales by Date Fully Paid Sales by Date Reorder Sales by Date Reorder Sales by Date Shipped Ourkt Sales Quick Sales Posting Journal Posting Journal Quick Sales <l< th=""><th>Reports</th><th>* 🔎</th><th></th><th>🕞 🛨 🔯</th><th></th></l<>	Reports	* 🔎		🕞 🛨 🔯	
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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.

Reports		,			5	*	×		
✓ Printer's Plan Main Menu			n P	Print Ema	Export	Favorites	Level 1		
	🗧 🔻 Posting Joi	urnal / Regular Sale	es: 17 (Posti	ngDate betwee	n 1/1/2018 and	11/16/2018)			
Key Reports	PostingNo	Date	Invoices	Subtotal	Discount	NetSale	Shipping	Postage	
Posting	3 0	11/16/2018	24	36826.35	215.85	37042.20	0.00	0.00	
🗀 A/K 🎦 Profitability	29	11/08/2018	1	-318.44	0.00	-318.44	0.00	0.00	

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.

 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.

 Posting Jour 	mal / Regular Sale	s: 17 (Postir	ngDate betwee	n 1/1/2018 and	11/17/2018)			
PostingNo	Date	Invoices	Subtotal	Discount	NetSale	Shipping	Postage	
0 30	11/16/2018	24	36826.35	215.85	37042.20	0.00	0.00	226
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0 16								7

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**.

 Posting Jour 	rnal / Regular Sale	s: 17 (Postir	ngDate betwee	n 1/1/2018 and	11/17/2018)			
PostingNo	Date	Invoices	Subtotal	Discount	NetSale	Shipping	Postage	
0 30	11/16/2018	24	36826.35	215.85	37042.20	0.00	0.00	226
29	Options							×
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18								
17			✓ 0	к	Cancel			1
0 16								7

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)**.

🔵 Export to File:		1				Х
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PP Exports	for QB					
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T+ 61	~	<				>
File name	Posting Journal All Fie	lds-Nov16-2019.iif				~
Save as type	Quickbooks (.iif) (*.iif)					~
∧ Hide Folders				Save	Cancel	

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.

<u>File E</u> dit <u>V</u> iew <u>L</u> ists Favorites <u>C</u>	<u>C</u> ompany	C <u>u</u> stomers	Vend <u>o</u> rs	Emplo <u>v</u> ees	<u>B</u> anking	<u>R</u> eports	<u>W</u> indow	<u>H</u> elp
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The Import window appears.

•			Import				
Look in:	PP Exports for	QB 💌	3 🌶 🖻 🛄 🗸				
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Network	Files of type:	IIF Files (*.IIF)				-	Cancel
							Help

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

QuickBooks Information
Your data has been imported.

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