



**Bookstore
Manager**

Bookstore Manager

Technical Information Document

Quick Books Export

Document Information:

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Document Summary

Setup and use of Quick Books Direct Interface.

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Requirements

- You must have QuickBooks Pro or greater installed on a BSMGR computer. Does not have to be the server.
- You must set up Quick Books accounts for every option in **SLJD**.
 - Dept's 1-48
 - Each Dept Setup in BSMGR will need the following
 - A corresponding Sale account in Quick Books
 - An Inventory account in Quick Books
 - A Cost of Goods Account in Quick Books
 - Pay Types & Misc.
 - Taxes 1-4, Other Tax, Gift Certificates/Gift Cards Sold/Redeemed and Customer Deposits should be sub accounts under a header account A/P BSMGR - Other Current Liability in Quick Books.
 - House Charges, Received on Accounts, Layaways, Pay on Layaways, and Returned checks should be sub accounts under a header account A/R BSMGR - Other Current Asset in Quick Books.
 - Misc. Revenue should be setup as Other Income in Quick Books.
 - Short & Over should be setup as an Expense Account in Quick Books
 - Coupons & Discounts
 - All Coupons and Discounts should be setup as a Cost of Goods Account or an Expense Account in Quick Books.
 - Paid Outs
 - All Paid Outs should be setup as an Expense Account in Quick Books except Purchases which should be a Cost of Goods Account in Quick Books.
 - Credit Cards / Credits
 - Credit Cards and Credits should be setup to go directly into the Cash account or a sub account under A/R BSMGR - Other Current Asset.

Programs and Files required for Quick Books Export

- Required Programs and Files to be downloaded
 - Qbooks (CBL folder)
 - Quiklink (CBL folder)
 - SLJD (CBL folder)
 - SLP (CBL folder)
 - Qbfc2.exe (Must be downloaded to **ACU** folder and executed)

Affected Files

- Qbooks (File created in Book folder when SLJD is linked to QuickBooks)

- The following files are created/updated when SLP is run to post sales to Quick Books G/L.
 - Qbooks1.txt
 - Qbooks2.txt
 - Qbooks.srt

Setup & Use

- License and Registration
 - Call you account representative and purchase the BSMGR QuickBooks Direct Interface License.
 - You will then talk to Tech Support to run an LMANAGER to enable the export feature (Option #20).
 - You will run QBFC2.EXE.

SLJD

1. You must have already setup the QuickBooks Accounts for every posting from the sales journal in BSMGR. **See Requirments Section above.**
2. Open QuickBooks and bring up the correct company that you want to export to before running SLJD.
3. At the Enter Program Name, enter SLJD and put in the proper store # and continue.
4. Choose the Quick Books option.
5. Link BSMGR to Quick Book Accounts.
 - Each Sale Department will be linked to a revenue, inventory, and cost of goods account. You may link each department to an individual inventory account and cost of goods account, or they may be linked to a total inventory and total cost of goods accounts. Press F5 and Save.
 - Then link the Misc. 1, Misc. 2, Coupons & Discounts, Paid Outs, and Credit Cards/Credits. Press F5 and Save after each option.

SLP

- To post the sales from BSMGR to QuickBooks, run SLP, enter the correct month, year, and day(s) to include and choose to "Send Totals to G/L". The totals will post directly into the QuickBooks Company you have open. The report will print if you choose to print to printer.

Note: SLP may be run to send in a days sales or a range of days. Just make sure you are not sending in the same day(s) you have already posted.

Cost of Goods pulls from SLP unless no CGS in SLP, then is figured from % of CGS in SLJD.