



This section explains how you can successfully export Microsoft RMS Store Operations data to external accounting software programs.

Store Operations collects all transaction data and stores the information in the database. A unique batch number is assigned to each register when it is opened. This batch remains open until you run a Z report to close out the register. You can then post the information in the closed batch to an external file for use with various accounting programs.

Note: If QuickBooks is selected as your accounting program, you can integrate Store Operations with QuickBooks and then post the transactions directly into QuickBooks. Closed POs can also be posted to QuickBooks as bills to be paid.

Before using the Store Operations accounting features, you need to set up the general ledger (GL) account assignment table. This tells Store Operations which debit and credit accounts will be used when posting the data. The account number or name needs to match the account listed in the external program's Chart of Accounts. Every time a new tender or tax type is added, you need to update each GL account assignment to incorporate the new records. If the numbers in both programs do not match, the information from Store Operations will be misrepresented in the accounting program.

Note: We cannot advise you on how to set up your general ledger account assignment tables or where and when to post the data to accounting software. We strongly urge you to obtain advice from a qualified professional. The following topics are merely suggestions on how to integrate Store Operations with external accounting programs.

If you have multiple stores, make sure each store has been assigned a unique store ID. If you do not assign a store ID, Store Operations automatically assigns a store ID of 0; if multiple stores are using this default ID, the store IDs will conflict.

Exporting to QuickBooks directly

Store Operations can directly integrate with QuickBooks 2003 and later versions, and supports QuickBooks Pro, QuickBooks Premier, QuickBooks Premier: Accountant Edition, QuickBooks Premier: Contractor Edition, QuickBooks Enterprise Edition.

After the initial setup, you can export your accounting data directly into the QuickBooks General Ledger and export closed POs as QuickBooks Bills.

Integrating Store Operations with QuickBooks involves three steps:

1. Set up Store Operations to interact with QuickBooks.
2. Import data from QuickBooks.
3. Export accounting and PO data directly to QuickBooks.

Step 1: Set up Store Operations to interact with QuickBooks

The first step includes selecting the appropriate QuickBooks version as your accounting software and connecting to the QuickBooks company file.

1. Start QuickBooks and log on to your company as a user with administrator rights.
2. On the **File** menu in Store Operations Manager, click **Configuration**, click the **Accounting** tab, and then in the **Accounting software** box, select **QuickBooks 2003 and later**.
3. Click **Retrieve**. This connects you with QuickBooks to retrieve information on the company file. The QuickBooks Application Certificate dialog box opens.
4. Click **Yes, Always** to allow permanent access from Store Operations to your QuickBooks company file, or click **Yes, This Time** to allow access on this occasion only and be prompted for authorization on future occasions.
5. When you see a message informing you that the connection was successful, click **OK**, and then click **OK** to close the **Configuration** window.

Note: Unless you [enable auto-login](#), QuickBooks needs to be running before Store Operations can connect to it.

Step 2: Import data from QuickBooks

Next, the chart of accounts is imported from QuickBooks into Store Operations. You can also import payment terms, customers, suppliers (vendors), and items if these are defined in QuickBooks.

1. On the **Utilities** menu, click **Import QuickBooks**.

If this command is not listed, follow the procedure above to select QuickBooks as your accounting software.

2. Select the data you want to import and click **Import**. The status is displayed as the data is imported.
3. If an imported record already exists in Store Operations, you will be prompted to select an import conflict resolution. You can update Store Operations using the QuickBooks record, create a new record, or skip the import of that record. Select a resolution, and then click **Apply** to apply the resolution only to the current record or **Apply to All** to apply the resolution to all records of the same type, such as all customer records. To stop the import process, click **Abort**.

Tip: If you abort the import, you can check to see what records were imported before the interruption. Select **Items**, **Customers**, or **Suppliers** on the **Database** menu to view these lists. To view accounts, select **Assign GL Accounts** on the **Journal** menu. Imported **Terms** can be viewed in the **Supplier Properties** window.

Note: Since the Chart of Accounts and Payment Terms are maintained in QuickBooks, Store Operations automatically replaces the Account and Term records with the QuickBooks imported records. You will not be prompted to select an import conflict resolution.

Step 3: Export accounting and PO data directly to QuickBooks

- Before exporting data to QuickBooks, the account assignment table needs to be set up in Store Operations Manager. Microsoft strongly recommends having an accountant set up this table. QuickBooks will not accept a general journal import file if the debits and credits do not balance. For more information, see [Setting up the account assignment table](#).
- Closed purchase orders (POs) are included in the closed batches and can be exported to QuickBooks as Bills when the batch is posted. Before exporting POs to QuickBooks, select a Bills Account in the account assignment table.
- The following information is exported from the Store Operations PO to the QuickBooks Bill.

Store Operations PO field	QuickBooks PO field
PO Number	Reference Number
Supplier Name	Vendor
PO Creation Date	Transaction Date
Total of the PO	Amount Due
Terms	Payment Terms
	One expense line for posting to the account specified in the Assign Accounts Bill Posting Account

After the account assignment table is set up, you can export your accounting data directly into the QuickBooks General Ledger and export closed POs as QuickBooks Bills.

1. On the **Journal** menu, click **Post Closed Batches**. Note that only closed batches are posted.
2. Select the batches you want to post.
3. Select the **Include Purchase Orders** check box to import the closed POs that are included in the selected batches.
4. Click **Post** to export the accounting data and closed POs. The data will be sent to QuickBooks.

QuickBooks notes:

- To view the Chart of Accounts, click **Chart of Accounts** on the **Lists** menu.
- To create a General Journal report, select **Custom Transaction Detail Report** on the **Reports** menu, click the **Filters** tab and select **Transaction Type** in the filter list, select **Journal** in the **Transaction Type** list, and then click **OK**.
- To view the new QuickBooks Bills, click **Pay Bills** on the **Vendors** menu.

**Sample Accounting General Ledger Items that
will flow from RMS to QuickBooks**

Description	
COGS: Dept. <none>	can be match up by Departments
COGS: Total	
Commission	
Commission: Dept. <none>	can be match up by Departments
Commission: Total	
Customer Deposit: Made	
Customer Deposit: Redeemed	
Customer FinanceCharges	
Customer Invoices	
Customer Payments	
Department Tax Rounding	
Inv Adjust: Dept. <None>	can be match up by Departments
Layaway: Closed	
Layaway: Paid	
Non-Taxable Cost: Dept. <None>	can be match up by Departments
Non-Taxable Sales: Dept. <None>	
PO Adjustment	
PO Dept Total: <None>	Purchase order can be match up by Departments
PO Item Total	
PO Shipping	
Sales: Dept. <none>	Sales can be match up by Departments
Sales: Total	
Sales: Total + Tax	
Shipping Charge: Total	
Store Account: Paid On	
Store Account: Paid To	

Surcharges: Cash Back

Surcharges: Debit

Tax Collected: MD

Tax Collected: NV

Tax Collected: PA Sales Tax

Tax Collected: Total

Taxable Cost: Dept. <None>

Taxable Sales: Dept. <None>

Tender Closing Amounts: American Express

Tender Closing Amounts: Cash

Tender Closing Amounts: Credit Card (Auth.net)

Tender Closing Amounts: Debit

Tender Closing Amounts: Discover Credit Card

Tender Closing Amounts: e-Check (Auth.net)

Tender Closing Amounts: M/C Credit Card

Tender Closing Amounts: Payment Received Check

Tender Closing Amounts: Visa Credit Card

Tender Closing Amounts: Voice Credit Card

Tender Closing Amounts: Web Order Credit Card

Tender Closing Amounts: Wire Tranf C/U

Tender Closing Amounts: Wire Tranf Northwest

Tender Dropped

Tender Opening Amounts: American Express

Tender Opening Amounts: Cash

Tender Opening Amounts: Check

Tender Opening Amounts: Credit Card (Auth.net)

Tender Opening Amounts: Discover Credit Card

Tender Opening Amounts: e-Check (Auth.net)

Tender Opening Amounts: M/C Credit Card

Tender Opening Amounts: Visa Credit Card

Tender Opening Amounts: Voice Credit Card

Tender Opening Amounts: Web Order Credit Card

Tender Opening Amounts: Wire Tranf C/U

Tender Opening Amounts: Wire Tranf Northwest

Tender Over/Short: American Express

Tender Over/Short: Cash

Tender Over/Short: Credit Card (Auth.net)

Tender Over/Short: Debit

Tender Over/Short: Discover Credit Card

Tender Over/Short: e-Check (Auth.net)
Tender Over/Short: M/C Credit Card
Tender Over/Short: Payment Received Check
Tender Over/Short: Visa Credit Card
Tender Over/Short: Voice Credit Card
Tender Over/Short: Web Order Credit Card
Tender Over/Short: Wire Tranf C/U
Tender Over/Short: Wire Tranf Northwest

Tender Over: American Express
Tender Over: Cash
Tender Over: Credit Card (Auth.net)
Tender Over: Debit
Tender Over: Discover Credit Card
Tender Over: e-Check (Auth.net)
Tender Over: M/C Credit Card
Tender Over: Payment Received Check
Tender Over: Visa Credit Card
Tender Over: Voice Credit Card
Tender Over: Web Order Credit Card
Tender Over: Wire Tranf C/U
Tender Over: Wire Tranf Northwest

Tender Paid Out

Tender Received: American Express
Tender Received: Cash
Tender Received: Credit Card (Auth.net)
Tender Received: Debit
Tender Received: Discover Credit Card
Tender Received: e-Check (Auth.net)
Tender Received: M/C Credit Card
Tender Received: Payment Received Check
Tender Received: Visa Credit Card
Tender Received: Voice Credit Card
Tender Received: Web Order Credit Card
Tender Received: Wire Tranf C/U
Tender Received: Wire Tranf Northwest

Tender Rounding Error: Total

Tender Short: American Express
Tender Short: Cash
Tender Short: Credit Card (Auth.net)

Tender Short: Debit
Tender Short: Discover Credit Card
Tender Short: e-Check (Auth.net)
Tender Short: M/C Credit Card
Tender Short: Payment Received Check
Tender Short: Visa Credit Card
Tender Short: Voice Credit Card
Tender Short: Web Order Credit Card
Tender Short: Wire Tranf C/U
Tender Short: Wire Tranf Northwest

Vouchers