



# **QuickBooks Conduit**

**Users Guide**



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## System Requirements

### Microsoft Windows 2000, XP and Vista

(Windows 9x and Windows 7 not tested but may work)

### QuickBooks 2003 through 2011

All versions except for Basic.

(Previous versions of QuickBooks are not compatible.)

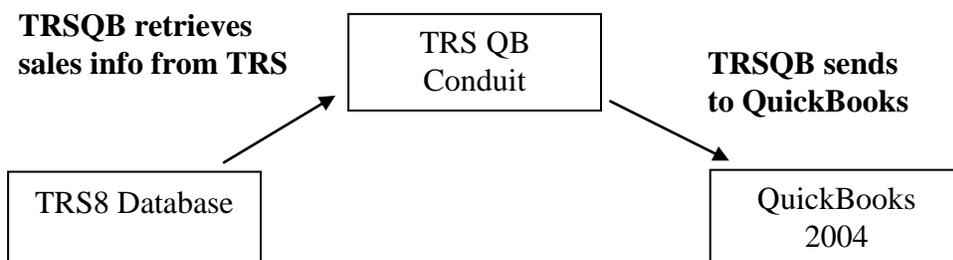
### Total Retail Solution version 8 and higher

(TRS7 and earlier are not compatible)

## Overview

The TRS QuickBooks Conduit (TRS\_QB) is an application provided at no cost to all registered users of TRS8 and higher. It is not an upgrade to TRS and it is not an addition to QuickBooks. TRS\_QB must be installed on a computer that has QuickBooks 2003 or later installed and that can also access a TRS database.

The concept visually:



TRS\_QB connects to your TRS8 and higher database, retrieves the details of each POS sale and creates an Invoice in QuickBooks. The invoice in QuickBooks is then “Paid” using the type of funds that TRS has logged (cash/check/credit card, etc.).

QuickBooks stores the payment information in Bank accounts, which are tied to the TRS payment type. These Bank accounts, because they are separated by payment type, enable you to base your deposits on precise information. For example, you can deposit all your cash and check receipts to your Checking account as soon as you'd like. You can then do your credit card deposits on the day they have been applied, which is usually 2 or more days after the transaction.

TRS\_QB can optionally create Journal Entries in QuickBooks for Cost of Goods Sold and a corresponding entry that debits an Asset account. You define the level of detail for these entries. Here are your options:

- Journal Entry in Bulk.  
(All departments are combined into a single account.)
- Journal Entry by major department.  
(Accounts are created for major departments and entries are applied to them)
- Journal Entry with detailed departments.  
(Accounts are created for all departments and entries are applied to them)

### Example of QuickBooks Invoice using TRS\_QB

**Create Invoices** | Ask a help question | Ask | How Do I?

Customer: Job  
 TRS POS Customer ← 1. | Template: Customize | Intuit Product Invoice

**Invoice**

Bill To: [Empty]

PAID

2. → Ship To: NORMA WINTER, TRS Customer # 5364, 4170 BLANK RD, CA 90001

Date: 03/07/2004 | Invoice #: trs14676

P.O. Number: | Terms: | Rep: | Ship: 03/07/2004 | Via: Store | F.O.B.:

Quantity	Item Code	Description	Price Each	Amount	Tax
1	218	1 Each of WENDY G'S HOOP CLIPS	12.00	12.00	Non
1	1002	5 Each of INVISIBLE NYLON THREAD	5.00	5.00	Non
1	213	1 Each of TACKY GLUE	2.19	2.19	Non
1	Store Credits A...	Subtract Store Credit #185: POS Sale, 3/7/2004	-20.77	-20.77	Non
	Tax1 State	Sales Tax	1.58	1.58	

← 3. (points to Store Credits A...)

4. (points to Item Code column)

Customer Message: | Tax: CA Sales Tax (8.0%) 0.00

Total: 0.00

Balance Due: 0.00

Buttons: Save & Close, Save & New, Revert

1. All Invoices go to a single QuickBooks Customer Record.
2. The TRS Customer info, Sale # and Sale date are inserted.
3. The method of payment is a line item. This sale was paid for with a Store Credit

4. The Item Codes in QuickBooks are the TRS department numbers.
5. Sales tax is added as a line item and the QuickBooks default tax is not used.

**This all happens automatically during the import!**

### Example of QuickBooks Accounts using TRS\_QB

Name	Type	Balance
♦Cash Register	Bank	0.00
♦Checking Account	Bank	500.00
♦Credit Cards	Bank	0.00
♦MiscTender-Drawer	Bank	0.00
♦Register Checks	Bank	0.00
♦Accounts Receivable	Accounts Receivable	0.00
♦Inventory Asset	Other Current Asset	0.00
♦Asset Dept.00	Other Current Asset	0.00
♦Asset Dept.100	Other Current Asset	0.00
♦Asset Dept.400	Other Current Asset	0.00
♦Asset Dept.500	Other Current Asset	0.00
♦Undeposited Funds	Other Current Asset	0.00
♦Gift Certificates	Other Current Liability	0.00
♦Layaway Payments	Other Current Liability	0.00
♦Payroll Liabilities	Other Current Liability	0.00
♦Sales Tax Payable	Other Current Liability	0.00
♦Store Credit	Other Current Liability	0.00
♦Opening Bal Equity	Equity	500.00
♦Retained Earnings	Equity	
♦Retail Sales	Income	
♦Sales Dept.00	Income	
♦Sales Dept.100	Income	
♦Sales Dept.400	Income	
♦Sales Dept.500	Income	
♦Cost of Goods Sold	Cost of Goods Sold	
♦COGS Dept.00	Cost of Goods Sold	
♦COGS Dept.100	Cost of Goods Sold	
♦COGS Dept.400	Cost of Goods Sold	
♦COGS Dept.500	Cost of Goods Sold	
♦Payroll Expenses	Expense	
♦NonSale Funds	Other Income	

1. Example of the Bank Accounts that were created during setup. Funds from TRS are distributed to these accounts.
2. These Asset Accounts are created 'on the fly' by TRS\_QB. These accounts represent the value of your inventory, and are debited by the journal entries.
  - 2a. These Sales Accounts are created 'on the fly' by TRS\_QB. This account group records your income, and breaks down your sales by department.
  - 2b. These Cost of Goods Accounts are created 'on the fly' by TRS\_QB. Journal entries are posted to these accounts when inventory is debited.
3. Example of various Account types that were created during setup. These accounts are used for correctly logging these payments and credits.

You will have the option during setup to choose the detail level of Journal entries. The above example is the result of choosing Major Departments.

**You can have the details you want added to QuickBooks and it's Easy!**

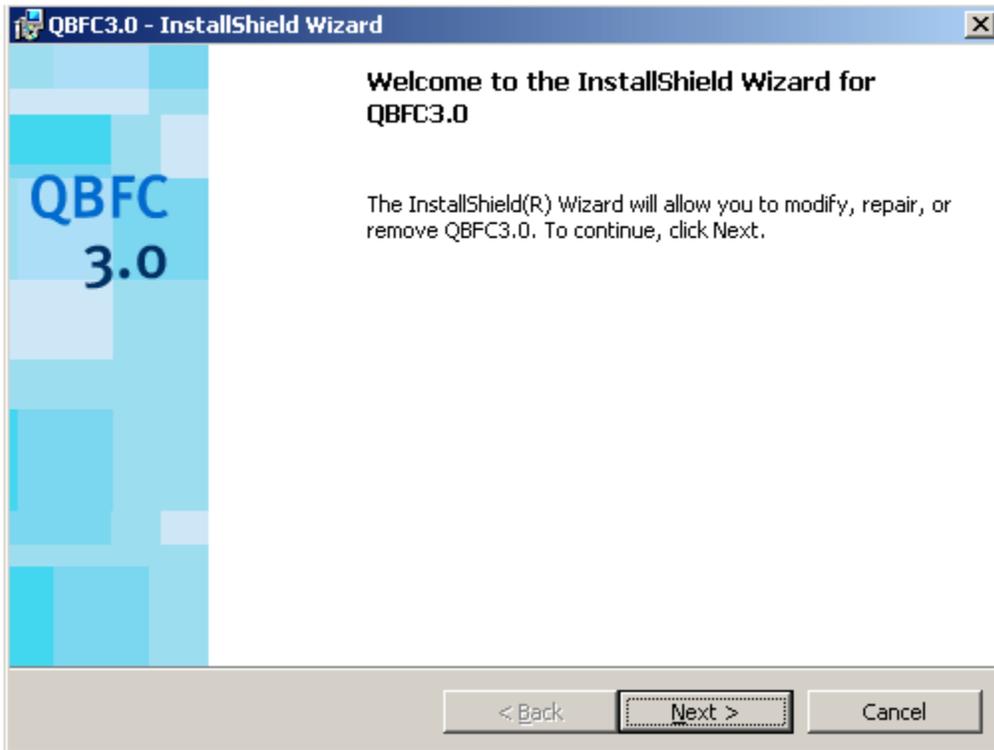
## Example of QuickBooks Items using TRS\_QB

Item List						Ask a help question	Ask	How Do I?	X
Name	Description	Type	Account	On Hand	Price				
◊0	Unlisted Items	Non-inventory Part	Retail Sales:Sales Dept.00		0.00				
◊113	Thread	Non-inventory Part	Retail Sales:Sales Dept.100		0.00				
◊402	Fabric - Blends	Non-inventory Part	Retail Sales:Sales Dept.400		0.00				
◊511	Books	Non-inventory Part	Retail Sales:Sales Dept.500		0.00				
◊Cash Account	Payment or Credit	Non-inventory Part	Cash Register		0.00				
◊Checks Account	Payment or Credit	Non-inventory Part	Register Checks		0.00				
◊Credit Card Account	Payment or Credit	Non-inventory Part	Credit Cards		0.00				
◊Gift Certificates Account	Purchase or Rede	Non-inventory Part	Gift Certificates		0.00				
◊Layaways Account	Payment or Apply	Non-inventory Part	Layaway Payments		0.00				
◊Misc. Tender Account	Payment or Credit	Non-inventory Part	Cash Register		0.00				
◊NonSale Transaction Account	Money In or Mone	Non-inventory Part	Cash Register		0.00				
◊Store Credits Account	Receive or Use	Non-inventory Part	Store Credit		0.00				
◊Tax1 State	Sales Tax	Sales Tax Item	Sales Tax Payable		0.0%				

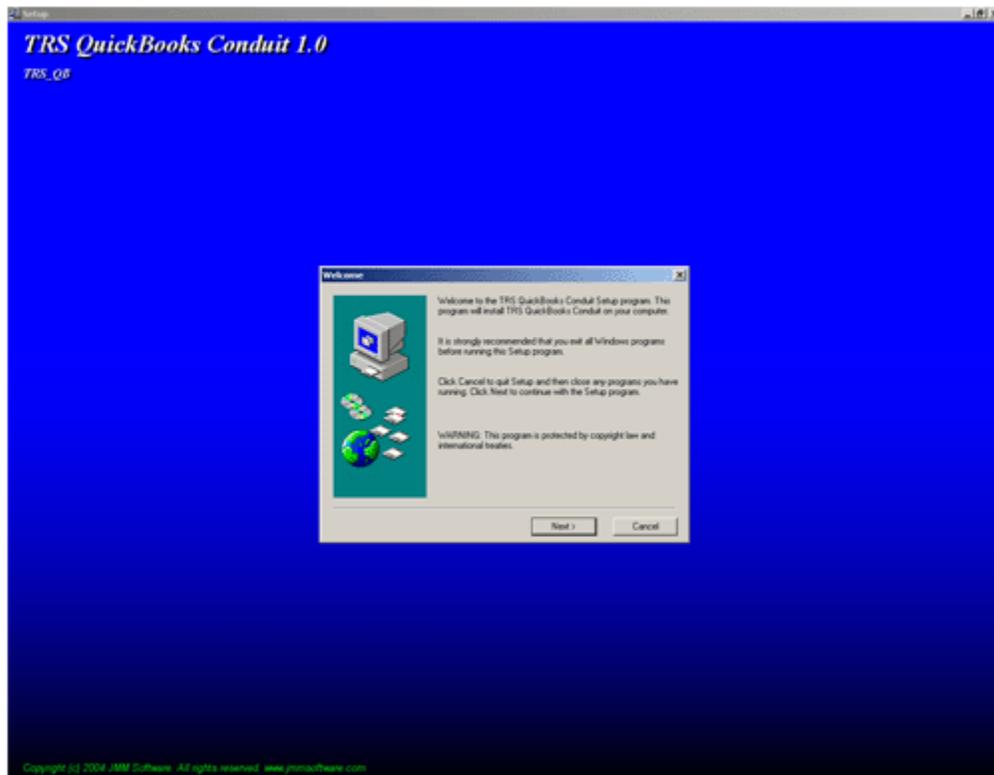
1. Items are added to QuickBooks 'on the fly'. TRS\_QB creates these items as Non-inventory Parts. If a department name is available from TRS, then it is added as the Description. In this example, the user has chosen Major Department logging, so their Sales Account is assigned accordingly.
2. These are the items that are added at setup that allow QuickBooks to add the payment line items to each invoice.
3. This is the Tax account that was added during setup.  
You **cannot** use your QuickBooks default Tax account for these TRS imports.

## Installation of TRS\_QB

1. Download the installation file, Install\_TRSQB.exe.
2. Double click the file to start the installation.
3. The setup has two portions. The first is QBFC3.0. This is provided by Intuit (the company that produces QuickBooks) to allow access to your QuickBooks file.



4. Click Next to start the installation. It will complete, and you'll click Finish.
5. The second portion of the installation will begin a few seconds after QBFC3.0 has completed, although it may seem like the setup has ended at this point.

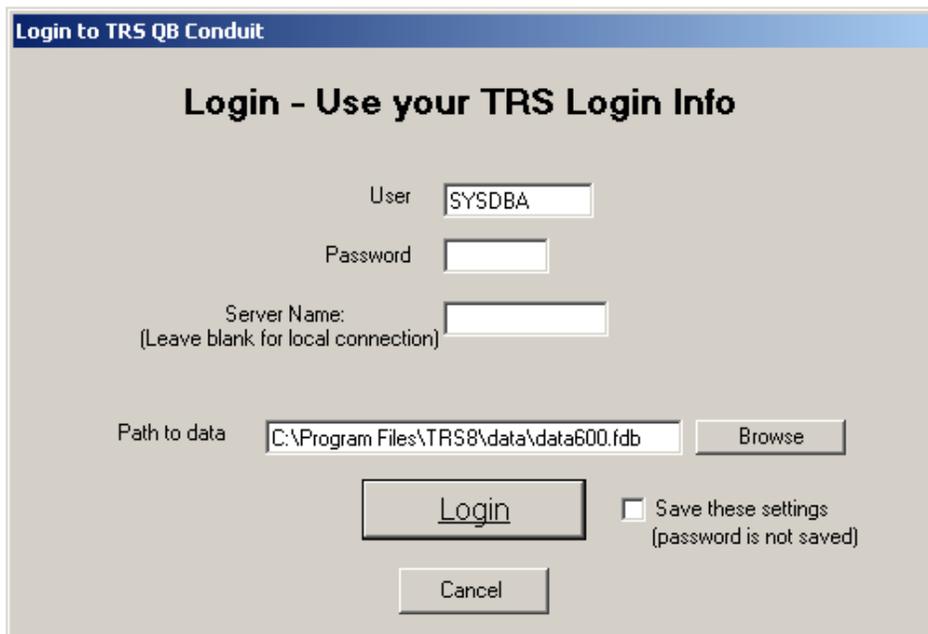


6. Click Next to start this portion of the installation. You will be given an option to change the default install location, but most users shouldn't change this.
7. The setup is now finished!

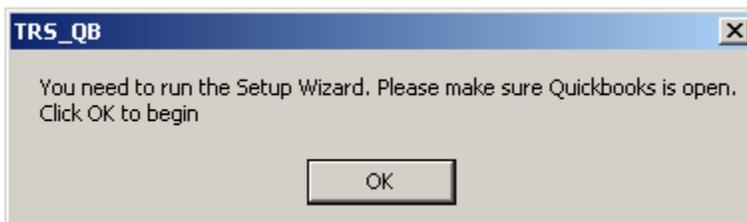
You will now have a shortcut to TRS\_QB in your TRS QuickBooks Conduit program group, which can be found from the Windows Start button in Programs or All Programs

## Running TRS\_QB the first time

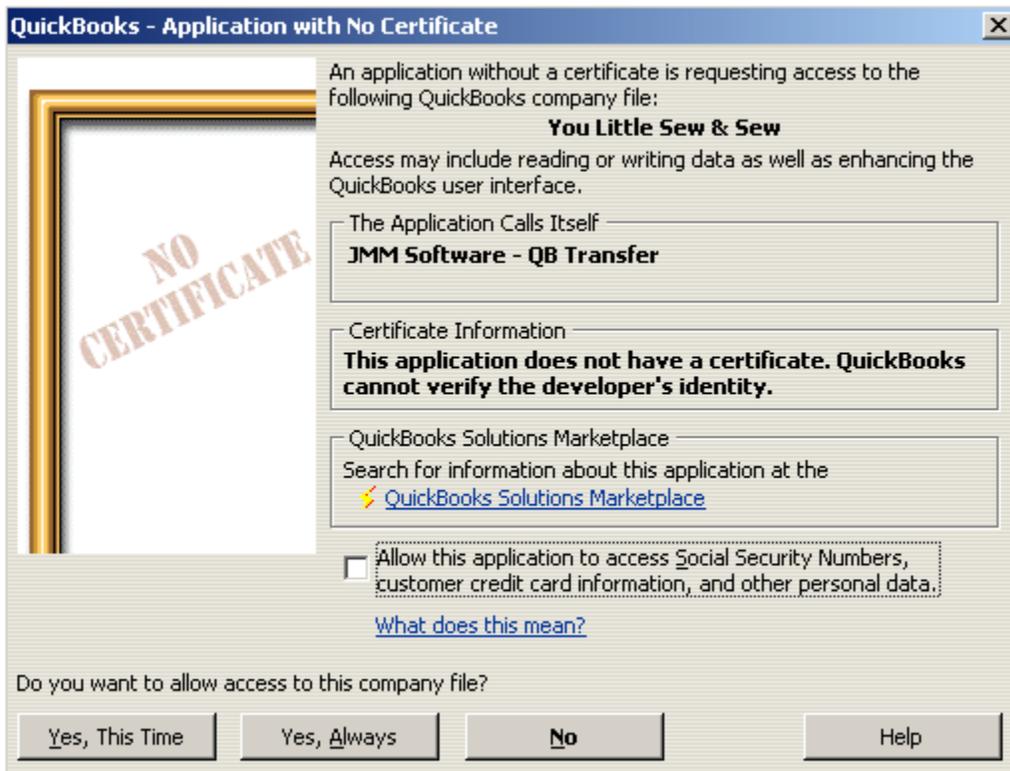
1. You will be prompted to Login to the program. These settings are the same as your TRS login. Example: If 'masterkey' is your password to open TRS, the same password will be used here.



2. The first time you run TRS\_QB you will be prompted with this:



3. If QuickBooks isn't running on this computer, TRS\_QB will close. Otherwise, QuickBooks will know that this program is trying to connect and will prompt you with this:



4. You should choose the 'Yes, Always' option. Otherwise you will be prompted throughout the setup process.
5. TRS\_QB now begins the setup wizard. Your first options screen:

**QuickBook Settings - Part 1**

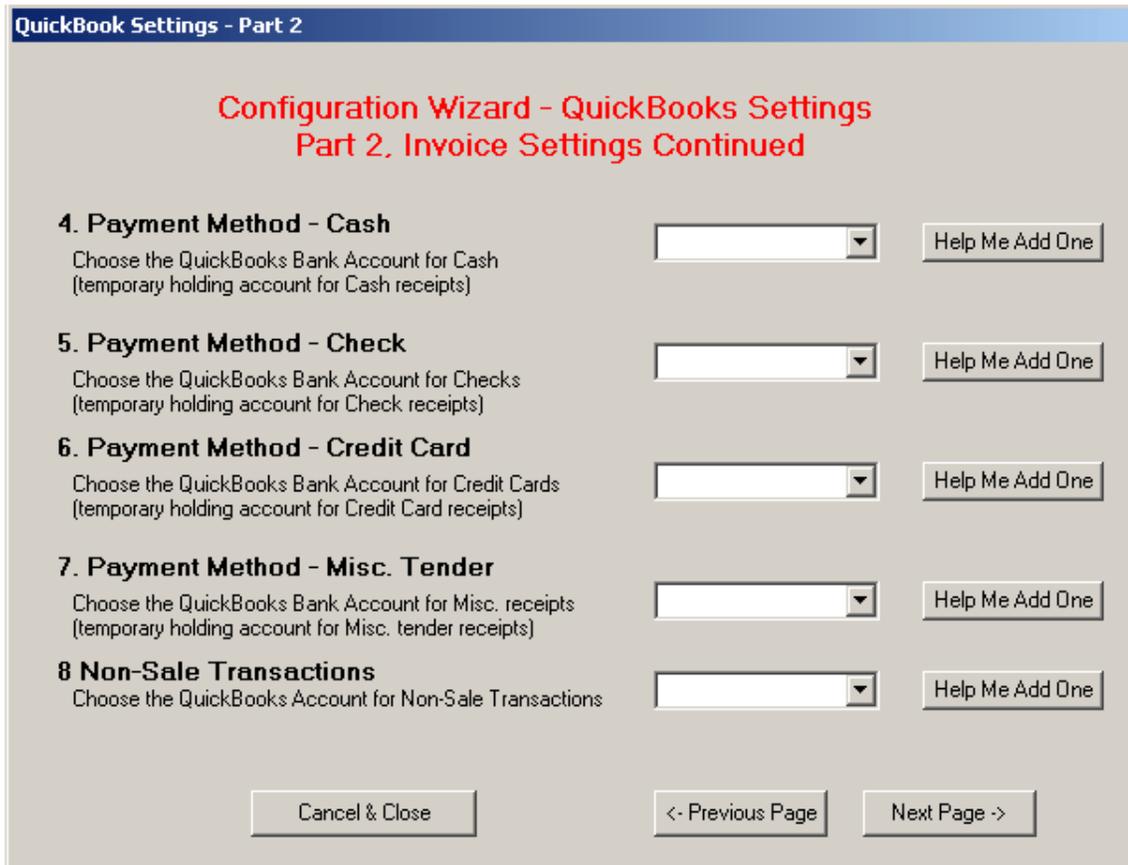
## Configuration Wizard - QuickBooks Settings Part 1, Customer & Invoice Settings

**1. Invoice Prefix**  
Enter the prefix you want assigned to Invoices that are exported (max. 5 characters).

**2. QuickBooks Customer**  
Choose the QuickBooks customer that you want to have exported sales assigned to.

**3. Ship Method**  
QuickBooks requires an invoice Ship Method. Choose the method you want to print on exported invoices.

6. Setting 1 -- Invoice Prefix  
Your exported sales will use this prefix and will be followed by the TRS sale #.  
Suggested entry: **TRS\_**
7. Setting 2 – QuickBooks Customer  
All your exported sales will go to a single customer in QuickBooks. Using the drop-down arrow will show you existing Customers in your QuickBooks file. You can use the Help Me Add One button to add a new customer in QuickBooks. Suggested entry: TRS POS Customer
8. Setting 3 – Ship Method  
QuickBooks requires a Ship Method for invoices. Using the drop-down arrow will show you existing Ship Methods in your QuickBooks file. You can use the 'Help Me Add One' button to add a new Ship Method in QuickBooks  
Suggested Entry: In-Store
9. Click Next Page to continue.



#### 10. Settings 4 – 7 Payment Methods

Each of these settings, you need to select an account of type 'Bank'. You will probably need to use the 'Help Me Add One' button to set up accounts in QuickBooks.

Each account will automatically 'Suggest' an Account name.

#### Detailed Tender Types

If you are using detailed Credit Card or Misc. Tender types in TRS, you must set these payment types up as "Items" in QuickBooks as well. This is done by selecting **List->Item List** in QuickBooks, then clicking **Item->New** in the lower left corner of that window.

When creating the items, you must use the following parameters:

Type: Non-inventory Part

Item Name/Number: Must match the name of the tender type that you set up in TRS under **Edit Lists->Tender Types->Credit Card**, or **Edit Lists->Tender Types->Misc.**

Use the exact value that you entered in the "Description" field, including upper/lower case, etc.

Subitem Of: Leave Unchecked/blank

Manufacturer's Part Number: Leave blank

Description: You can put your own description of the tender type.

Price: 0.00

Tax Code: Non (This is very important)

Account: Select the holding account that you want the money to go into temporarily until you make your bank deposits (or whatever you do with that tender type). You can use an existing account if appropriate, or you may add a new one. If you add a new account, it should be type "Bank".

11. Setting 8 -- Non Sale Transactions

TRS allows for Money In / Money Out operations in the POS screen. The account type you use for these transactions will vary, depending on your situation.

You will probably want to use the 'Help Me Add One' button to set up this account.

12. Click Next Page to continue.

QuickBooks Settings - Part 3

**Configuration Wizard - QuickBooks Settings**  
**Part 3, Invoice Settings Taxes**

**9. Taxes**

Check the Tax Options that you use in TRS.

Tax 1     Tax 2     Tax 3

Choose the QuickBooks Tax Items to use for the export.  
**IMPORTANT: You cannot use your QuickBooks default Tax Item with this import.**

Tax 1

Tax1 State ▼

Help Me Add One

Cancel & Close    < - Previous Page    Next Page ->

13. Setting 9 – Taxes

First choose the Taxes that are used by TRS (Tax1, Tax2, Tax3).

Then you will choose the Tax item(s) in QuickBooks with the drop-down arrow.

**IMPORTANT:** You cannot use the current QuickBooks default Tax item. Doing so will cause the import to fail. You will probably choose the 'Help Me Add One' button to set up a new Tax item in QuickBooks.

**Custom Taxes**

If you are using the Custom Tax feature in TRS, you must set these custom taxes up as "Items" in QuickBooks as well. This is done by selecting **List->Item List** in QuickBooks, then clicking **Item->New** in the lower left corner of that window. When creating the items, you must use the following parameters:

Type: Sales Tax Item

Sales Tax Name: Must match the name of the custom tax that you set up in TRS under **Edit Lists->Custom Taxes**. Use the *exact* value that you entered in the "Tax Code" field, including upper/lower case, characters and numbers.

Description: Enter your description of the tax.

Tax Rate: 0.0% (Note: It is VERY important that you use a zero rate here. Otherwise, double tax will be added to the invoices.)

Tax Agency: Select the appropriate tax agency for this tax.

### Taxes Explained

The TRS\_QB method adds a line item to invoices for the taxes collected. QuickBooks doesn't allow the Default Tax item (in QuickBooks) to be used as a line item as well. So it is very important to set up new Tax items for use with TRS\_QB. You can use the same Tax Agency(s) for these new Tax items.

14. Click Next Page to continue.

QuickBook Settings - Part 4

**Configuration Wizard - QuickBooks Settings**  
**Part 4, Accounts**

**10. Sales Account**  
Choose an Income Account for your Invoices.  Help Me Add One

**11. Gift Certificates**  
Choose the QuickBooks Account for Gift Certificate transactions.  
(Liability Account Recommended)  Help Me Add One

**12. Layaways Account**  
Choose the QuickBooks Account for Layaway transactions.  
(Liability Account Recommended)  Help Me Add One

**13. Store Charges & Store Credits**  
Choose the QuickBooks Account for Store Credits.  
(Either Asset or Liability Account)  Help Me Add One

Cancel & Close      < - Previous Page      Next Page ->

15. Setting 10 – Sales Account

This Income Account is where your sales totals will be recorded. If you choose to have TRS\_QB create Journal entries (next page, 5 of the wizard) then your sales will be divided accordingly into departments.

Suggested entry: Retail Sales

16. Settings 11 –13 – Gift Certificates, Layaways & Store Charges/Credits

These Accounts should be used to help separate these special transactions. We suggest that you use Liability Accounts but the choice is yours to make.

You will probably want to use the 'Help Me Add One' button to add these Accounts.

17. Click Next Page to continue.

**QuickBooks Settings - Part 5**

**Configuration Wizard - QuickBooks Settings**  
**Part 5. Journal Entries - Cost of Goods**

Optionally, your exports can make Journal Entries for Cost of Goods.

You will need to choose an Expense Account or Cost of Goods Account and an Asset Account. The Journal Entries will add to the Expense Account and reduce from the Asset Account.

YES - Journal Entries       NO - Journal Entries

Group All Together       Group by Major Departments       Detail all Departments

**12. QuickBooks Expense Account**  
This will be the 'Parent Account' for your item costs.      Cost of Goods Sold      Help Me Add One

**13. QuickBooks Asset Account**  
This will be the 'Parent Account' for your inventory value.      Inventory Asset      Help Me Add One

Cancel & Close      < - Previous Page      Finish

18. Setting 12 & 13 – Journal Entries

Choosing to do Journal entries is the suggested choice for TRS\_QB. If you choose not to do Journal entries, then TRS\_QB only enters invoices and their payment methods into QuickBooks.

The TRS\_QB Journal entries are handled as follows:

- Positive amounts are posted to your selected Cost of Goods Account
- Debits are made to your selected Asset Account.  
(The amounts that are entered here are your costs on items that are stored in each TRS transaction.)

If you choose to Group your entries, all entries go to a single Asset and single Cost of Goods Account. Your Income Account (page 4 of the wizard) also stores figures in a single account.

If you choose to Group by Major Departments, additional Cost of Goods, Asset and Income accounts are created as needed, and the sales amounts are divided accordingly

into Major departments only.  
(Example: 100, 200, 300, etc.)

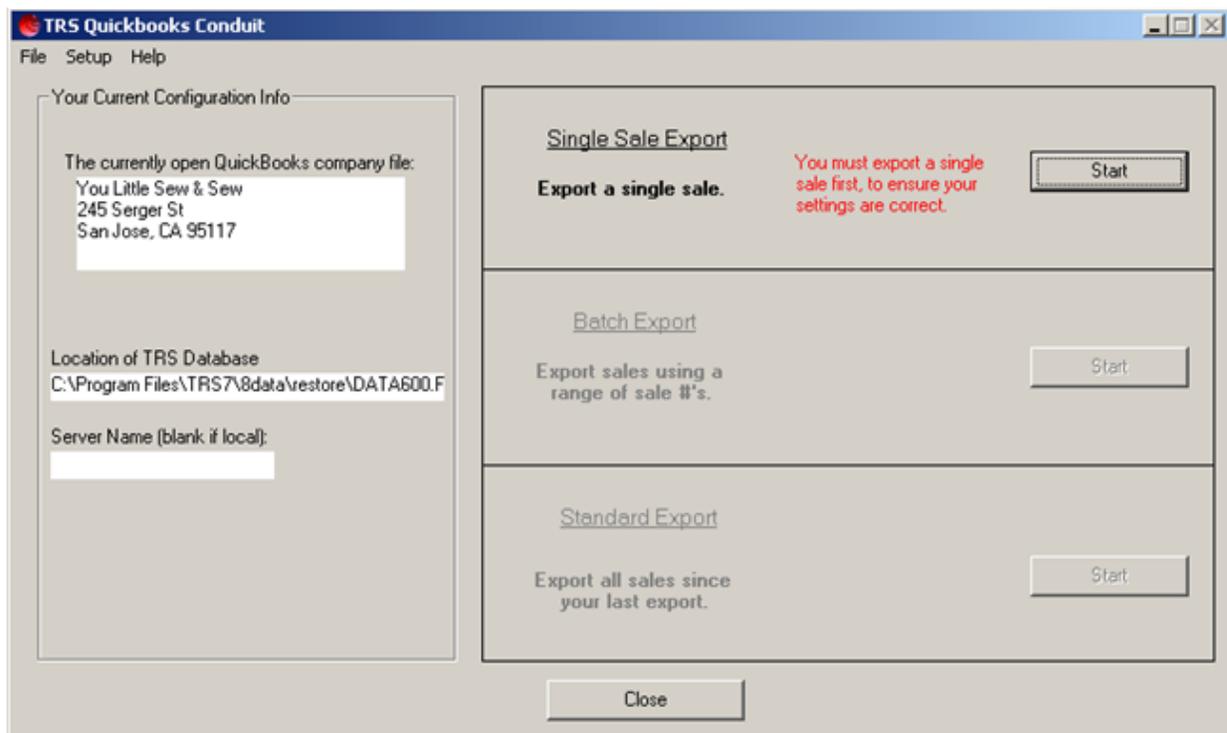
If you choose to Detail all Departments, additional Cost of Goods, Asset and Income accounts are created as needed, and the sales amounts are divided accordingly into each individual department's corresponding Account.  
(Example: 100, 101, 102, 200, 210, etc.)

19. Click Finish to complete the wizard.

You're now ready to do your first export!

\*\*Some users might get an error message at this point. Click OK at this message and start TRS\_QB again. TRS\_QB should now function normally\*\*

## Your First Export



The TRS\_QB screen (above) shows the QuickBooks company file it is currently 'talking' to, the location of the TRS database it's 'talking' to, and the 3 options for doing an export from TRS to QuickBooks.

TRS\_QB requires that you complete a Single Sale Export first, before attempting a Batch Export. You are also required to do a Batch Export before moving on to a Standard Export. Once you have completed each type of export, you will no longer be required to repeat it. But you will be free to go 'backwards' and do a Single or Batch export even after completing the steps initially.

Click the Start button in the Single Sale Export area. You will see the following screen.



Simply type in the TRS sale# you would like to export.

The area below the Send button will give you updates of what part of the export process is being done, and when it's done, it will simply show Done!

If you have any errors, then TRS\_QB will give you the error details.

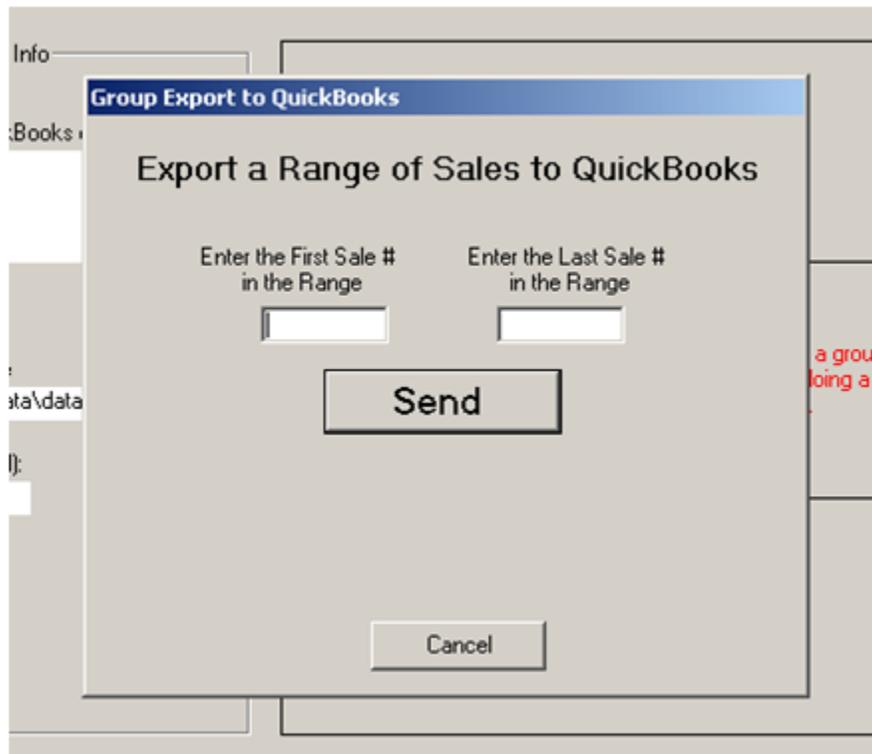
If the export completed with no errors, you can go into QuickBooks and review the Invoice and Journal Entries that were created. You may want to delete this invoice and the corresponding Journal entries in case you're going to import this sale again, as part of a Batch or Standard export.

Back in TRS\_QB you are now able to do a Batch Export, but you may want to do some more Single exports to test what the results will be for sales with returns, gift certificates, layaway payments, etc.

## Batch Exports to QuickBooks

The Batch Export method is identical to a Single Export, except that you enter two sale numbers, the beginning sale # and the last sale #. TRS\_QB exports all sales within this range of numbers. We suggest you start with a range that totals approximately 10 sales. This will help you to gauge the time needed for your future Standard Exports. The time needed for these group exports will vary based on many factors including CPU and hard drive speed, size of the each TRS transaction, size of your QuickBooks file and an assortment of other user specific conditions.

## The Batch Export Screen



On this screen, you will enter the range of TRS Sale numbers to export. These sale numbers can be found on the Review POS screen of TRS. After entering the sale numbers, click Send.

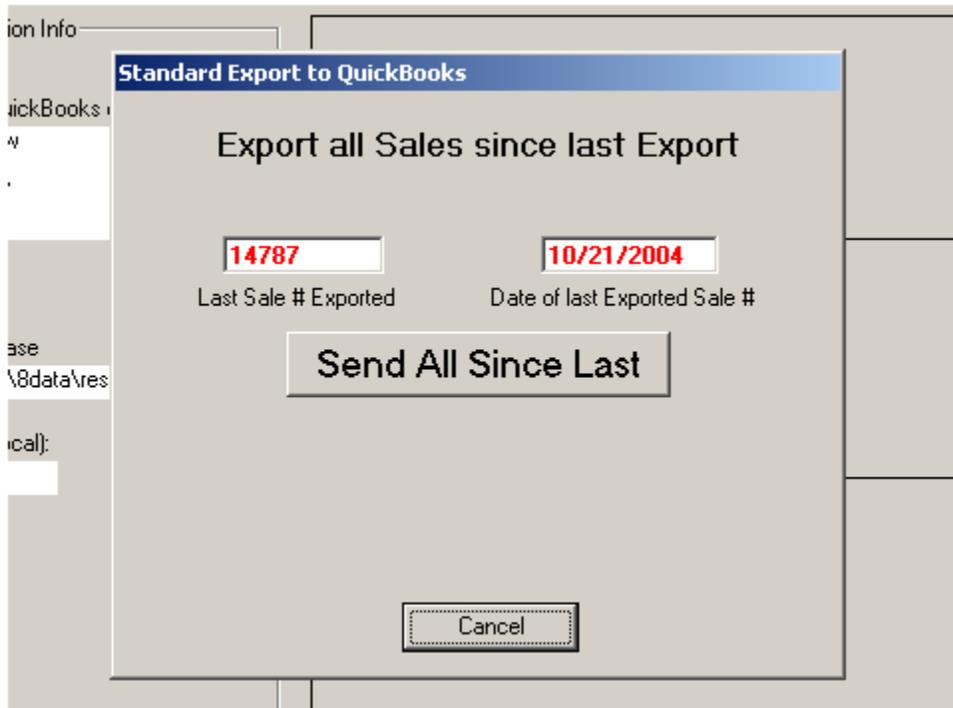
In case of errors:

- If TRS\_QB encounters any errors, it will try to give as much detail as possible about the problem to help you make the changes needed.
- If an error occurs, and your version of QuickBooks supports the rollback of invoiced, TRS\_QB will delete the invoices that were added during this Batch import that were added before the error occurred. If your version of QuickBooks does not support this delete function, then TRS\_QB will notify you with a popup message.
- TRS\_QB will rollback the 'Last Sale Exported' information. This can be found in the Standard Export window, explained in the next section.

If your Batch Export completes with no errors, you will now be able to move to the Standard Export option. The Standard Export is where you will probably do most of your exports, since it allows for 'set it and forget it' functionality.

## Standard Exports to QuickBooks

Following is the Standard Export screen.



Using the Standard Export screen makes updating your QuickBooks data incredibly simple. As you can see, TRS\_QB knows the last Sale # and date of the last successful export. This allows you to simply open the Standard Export window and send all of your TRS sales since your last export. If you do this export on a daily basis but miss a day or two, TRS\_QB doesn't care! It knows the last one sent, and sends all the sales since this.

In case of errors, the Standard Export window behaves exactly like the Group Export. TRS\_QB will notify you of the errors and rollback the invoices that were done in the batch up until this point (or notify you that your version of QuickBooks doesn't support this), as well as rolling back the Last Sale # Exported to the end of your last successful batch.

That's it!

You should now be able to export your TRS data to QuickBooks easily and at will.

Enjoy your new TRS to QuickBooks tool!

## Adjusting your Settings

You can modify your export settings by selecting 'QuickBooks Settings' under the Setup dropdown of the top menu bar.

Following is the QuickBooks Configuration Review screen:

Here you will be able to adjust your QuickBooks account, items, and options after completing the Setup Wizard. Each section has a corresponding Modify button that will take you to the same screen you used during the Setup Wizard.

The 'Erase All Fields' button (upper right) should be used very carefully. Erasing all fields will also reset your TRS\_QB and you will be forced to complete the Setup Wizard again. This button's intended use is if you are about to start accessing a new QuickBooks file and want to start fresh. Some users may want to use TRS\_QB initially on a practice QuickBooks file. Once they are ready to switch to their regular QuickBooks file, using the Erase All button gives them an easy way to begin the wizard again.

**Special Notes about Changing Journal Entry Settings:**

Any changes made to your Journal Settings here will require additional work in QuickBooks. These settings are used as new products are added to QuickBooks. If you change your Journal settings here you will have to manually modify each product that has been added to QuickBooks